

6.0 ADMINISTRATIVE SUPPORT

6.1 Unscheduled Administrative Support

- a. General requirements - The Contractor shall comply with the general requirements specified in future task orders (TO).
- b. Description of work - The Contractor shall support currently unknown administrative requirements as identified during the contract period. These unscheduled requirements may cover a range of tasks from word processing and general clerk duties to accounting, financial analysis, computer support, training, program analysis, public relations support, educational programs support, data analysis, administrative management analysis, and paralegal support. A task order (TO) will be issued to the contractor with a description of work to be performed along with the required period of performance. Upon receipt of the TO the Contractor shall develop a cost estimate for the work.
- c. Quality standards - The Contractor shall comply with the quality standards specified in future task orders.
- d. Schedule - The contractor shall comply with the schedule specified in future task orders.
- e. Documentation - The Contractor shall provide documentation as specified in future task orders.

6.2 Administrative Programs

The Logistics and Technical Information Division (LTID) is responsible for the coordination and management of the Center's instrument calibration and repair services; internal and external transportation services including vehicle fleet management and repair, freight traffic management, shipment of freight and household goods, Center personnel travel services, mail distribution and delivery of material, equipment and packages; acquisition of stores stock, furniture, fuels, propellants, chemicals and other hazardous materials; inventory, contract property, and equipment management; receiving and warehousing of stores stock, supplies, hazardous materials, furniture, idle/excess property and instruments; excess property acquisition, redistribution and disposal; solid waste removal; scrap metal removal; coordination of recycling efforts including white paper and toner cartridge recycling; repair and management of copy machines and administrative equipment; furniture management including coordination of acquisitions and moving services; publishing services including printing and duplication, manuscript preparation and technical editing, graphic arts, exhibits and displays; photography, technical film documentaries; Glenn management instruction preparation and distribution, NASA Directives coordination and distribution, and electronic forms control; Glenn archives including paper records and historical documents; scientific and technical reference library services; and custodial services.

ADP systems support is provided for division applications such as Glenn Vehicle Management System (LVMS) and Glenn Vehicle Scheduling System (LVSS), and Agency-wide systems such as the NASA Equipment Management System (NEMS), NASA Supply Management System (NSMS), NASA Property Disposal Management System (NPDMS), and NASA Industrial Property Management system (NIPMIS).

LTID administers and monitors the Center's on-site support service contractors responsible for Center logistics, technical information, imaging technology, travel services, and custodial services. LTID monitors the Center's solid waste removal, and toner cartridge and scrap metal recycling contracts.

Following tasks shall be performed in direct support to the LTID.

6.2.1 Special Projects

a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work - The Contractor shall provide services to cover a broad spectrum of all functional areas within LTID. The tasks require knowledge of pertinent NASA handbooks and the specialized requirements each contain, as well as a working knowledge of the Federal Acquisition Regulations (FAR), the NASA FAR Supplement (NFS), and the Federal Property Management Regulations (FPMR). Requirements include but are not limited to:

- Performance and reporting requirements of the yearly precious metals inventory as called out in NHB-4100

- Contractual requirements as pertains to the screening, and procurement of installation accountable government property as well as the reporting requirements associated with the disposal of such property
 - Writing of Requests for Proposals (RFP) as well as the subcontracts issued in support of the Just-In-Time (JIT) programs of the Glenn Inventory Management area
 - Identification of potential suppliers of specialized services, and after such identification, the writing and issuance of market surveys in support of the potential issuance of subcontracts to provide such services
 - Appointment to special teams covering various tasks in the areas of Receiving, Inventory Management, Transportation to include Garage Operations, Fuels, NEMS Equipment, Property Disposal, Space Management, Facility Management, and any other special projects identified by the COTR
- c. Quality standards - The Contractor shall perform all work accurately.
- d. Schedule - The Contractor shall meet scheduled deadlines agreed to with the TR.
- e. Documentation - The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

6.2.2 Accounting Support

- a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.
- b. Description of work - The Contractor shall perform budgeting and full cost analytical functions for the Contract Management and Budget. Government activities include support in the development of Program Operating Plans (POP) and phasing plans, Full Cost data development and analysis, development of metrics data, analysis of cost accounts and projections for future budget requirements. The Contractor shall provide liaison with Procurement, Financial Management Division, and LTID personnel as well as LTID customers with knowledge of the Center's financial management system budget and accounting principles. The following tasks are included:
- Division Budget
 - Assistance in the development of budget data
 - Assistance in tracking actual costs versus planned costs
 - Development of graphics to display plan versus actual data
 - Support in analysis of contractors 533 costs and the Financial Management Division database
 - Presentation of cost status information
 - Assistance in the development of the Program Operating Plan (POP)
 - Assistance in the development of presentations to RAMO and the Budget Summit

- Full cost management accounting support
 - Assist in the development of the cost basis of products and services for the LTID service pools
 - Development of full cost data and spreadsheets for the division
 - Coordination with the Government and Contract or Business Partners to track full cost data
 - Distribution of G&A cost for LTID
 - Coordination of Pool-to-Pool costs and spread of data
 - Analysis of pool data with industry standards
 - Analysis of cost trends
 - Assistance in the adjustment of full cost data based on analysis of current costs
 - Assistance in the development of workforce planning data
 - Assistance in the development of presentations to the Full Cost Steering Committee
 - Integrated Financial Management (IFM) Coordination
 - Interface between LTID service pool databases and the IFM
 - Coordination of LTID IFM requirements
- c. Quality standards - The Contractor shall perform all work accurately
- d. Schedule - The Contractor shall meet scheduled deadlines agreed to with the TR.
- e. Documentation - The Contractor shall maintain the LTID full cost database, cost projections and any other records developed for financial analysis purposes. They shall be made available to the TR upon request.

6.2.3 Directives Processing/Distribution

- a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies.
- b. Description of work - The Contractor shall process Glenn directives from rough draft to final distribution, including word processing, duplication, and mailing. A Master Log of cancelled Glenn directives shall be maintained. The Contractor shall create and maintain internal web page) (<http://www.grc.nasa.gov/WWW/Directives/>) of Glenn Directives and Procedures and Guideline that is linked to the NASA Online Directives Information Services (NODIS) Library (<http://nodis.hq.nasa.gov>) (http://nodis3.gsfc.nasa.gov/library/main_lib.html). The Contractor shall notify Center personnel via Today at Glenn regarding the availability of new Center directives as they are added to the web site. The Contractor shall update the log as new Glenn directives are published, remove any that are cancelled, and ensure that only the latest versions are available for use. The Contractor shall maintain official case files for Glenn Directives, including periodic processing of cancelled files to record storage.

The Contractor shall also maintain one hard copy of Agency Directives, ensuring that only the latest version is available; and shall maintain a log of cancelled Agency Directives. The Contractor shall respond to and process requests for copies of Glenn and NASA directives, as

needed, and instruct customers on how to access these directives electronically.

The Contractor shall participate in the publication and distribution of the Center telephone directory. The Contractor shall maintain listing of distribution to HQ and other Centers and log in Excel Spreadsheet any copies distributed to off-site personnel.

The Contractor will log in Access Spreadsheet and distribute miscellaneous regulations that are delivered to the Center.

c. Quality standards – Center directives shall be in the proper format with correct spelling. Logs shall be current and error free.

d. Schedule - Glenn directives shall be typed in proper format in accordance with the schedule agreed to with the TR. Final changes shall be incorporated within the time agreed to with the TR. After signature by the approving official the directive shall be posted within three days. The Agency directive update log shall be revised within two working days. Distribution will be completed within three days of request.

e. Documentation - Logs shall be made available for review by the TR. Special reports shall occasionally be prepared upon request of the TR.

6.2.4 Electronic Forms Management

a. General requirements - The Contractor shall provide technical support in the development of electronic forms in accordance with NASA Printing, Duplicating, Copiers, Forms, Reports and Mail Management, NPD 1490.1E, as revised; and NASA Standard 2809, NASA Intelligent Electronic Forms, as revised.

b. Description of work - The Contractor shall create and maintain all Glenn specific forms in the Center/Agency selected software product, Informed Filler. The Contractor shall maintain a master log of all Glenn and Agency forms, including form number, owner, frequency of use and changes made. The Contractor shall maintain the master copies/case files of all paper and electronic format. Recommendations shall be made by the Contractor on forms to be converted to electronic format based on usage, importance and form owner needs. The Contractor shall maintain an on hand paper stock of local and Agency level forms that do not meet the requirements to become electronic and coordinate the printing of forms with the GPO, GSA or Glenn Duplicating Facility.

The Contractor shall create and maintain an internal web page with a current listing of locally produced electronic and paper forms, links to current Agency level forms, an informational section, what's new section and instructions for use of the software and forms. The Contractor shall ensure ease of use and that only the latest versions of the forms are available for use.

The Contractor will be responsible for being technically qualified in the full use of Informed while also being fully aware of future trends in the use of electronic form software applications

and recommending improvements to the Glenn Electronic Forms Manager. The Contractor shall participate on Agency Forms Teams, as directed by the Technical Monitor, dealing with Electronic Record (forms) Keeping strategies, use of PKI (Public Key Infrastructure) and the entire concept of the Presidential Order to create an E-Government solution to allow the general public to communicate electronically with NASA. The Contractor will need to possess excellent communication skills to be able to understand and explain to form owners the use of the software product and understand the owners needs and processes along with strong computing skills with a thorough knowledge in database concepts to ensure consistency in field definitions which will be critical for database storage and information retrieval.

c. Quality standards - The Contractor shall comply with the general requirements specified in paragraph a. of this task. The Contractor shall update and maintain accurate information. All forms designed both paper and electronic shall be in compliance with applicable regulations determined by the form owners and Electronic Forms Manager.

d. Schedule - The Contractor shall conduct an annual inventory/form owner review to determine if the forms are still needed, require modification or can be deleted. Upon receipt of a request for a new form, the initial draft of the form should be provided to the form owner for review within five working days. Requests by form owners for changes to forms shall be accomplished within three working days.

e. Documentation - The Contractor shall maintain a case file, in an electronic format, containing initial requests and all changes made to the forms. Retired forms shall be stored in accordance with NPG 1441.1, as revised, and retained for the appropriate time period before destruction. The Contractor shall maintain a master list of all forms, both local and Agency level, and this information shall be available on the web homepage. The Contractor shall maintain the web homepage with current information on use of the forms, instructions for download and statistics indicating use of the forms.

6.2.5 Reserved.

6.2.6 Reserved.

6.2.9 Document Administrator (COMPLETE)

- a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.
- b. Description of work - LTID has responsibility for seven ISO Center Level Procedures. Center Level Procedure and Work Instruction Templates can be downloaded from the Docs section of the Business Management system (BMS) homepage. Training for flowcharting tools is available at the Glenn Learning Center. It is anticipated that the document control system will be available via LiveLink Intranet and document administrators will require an account.

The Document Administrator shall perform duties associated with the implementation, administration, and maintenance of the Glenn Business Management System. The Contractor shall perform the following duties:

- Assisting the document authors, the ISO Project Office and process teams in documenting a new process flow, using Documentation Templates, Flowcharts, Scheduler, Access and Microsoft Office
- Identifying approving authority
- Routing formatted document for final approval and signature
- Assigning a document number after final approvals and signatures are received
- Assigning a document number to a change request
- Distributing notification of document approval
- Processing change request from receipt through approval (following same approval route as original document) and verify implementation of approved changes
- Updating electronic document management system
- Ensuring procedure is properly filed and available for use
- Ensuring that invalid or obsolete documents are disposed according to Records Management requirements
- Maintaining master list of all owned and approved BMS documents, and the master (signed) hard copy of documents
- Making the document master list available to employees within their areas and the ISO Project Office to enable generation of a complete list of the BMS documentation to support ISO certification
- Scheduling meetings, create agendas, and general minutes and track action items

6.2.10 Contract Management Support

The Contractor shall provide clerical and administrative support to the Contract Management and Budget Team. The following tasks shall be performed:

- Prepare daily correspondence for team personnel
- Type statements of work for new contracts, or contract revisions
- Maintain official files for all contracts, including contract files, contract modifications, correspondence, financial reports and performance assessment reports
- Prepare travel orders and vouchers for Government personnel
- Schedule meetings identified by team members and reserve rooms
- Prepare presentation material for meetings using PowerPoint software, and make copies of vugraphs and presentation handouts
- Coordinate collection of monthly discrepancy reports for fixed price contracts
- Develop discrepancy invoice deduction reports for Contract Management and Budget Team review, using Excel software
- Process Material Receipts received in the Warehouse on a daily basis.
- Provide data entry into the Time and Attendance Distribution System.
- Prepare fund transfers for cost pools for Imaging Technology, Metrology, Publishing and Fuels using Excel and Informed Software.
- Backfill in Work Control Office taking repair calls and entering data into MP2 database.
- Distribute MOC-1 533 to Technical Representatives internal and external to Logistics & Technical Information Division.
- Maintain MOC-1 Contract 533 distribution list, identifying and making changes to list as necessary.
- Type agendas and meeting minutes for the Monthly MOC-1 Contract Meeting.
- Screen and distribute mail for Logistics & Technical Information Division.
- Copy, distribute and file material, as requested.
- Order Boise stock through Bankcard holder.
- Enter and acquire contract data contained in the LTOC and PIMS Computer Systems.

6.2.11 Scheduling

The Contractor shall schedule reservations for use of the Guerin House, Building 300, and the Picnic Grounds.

The contractor shall maintain the automated scheduling calendar with all events for the Guerin House and Picnic Grounds.

- The Contractor shall assure that all paperwork is completed and submitted and that appropriate approvals are received
- Copies shall be distributed as identified to Security and others
- Complaints and notification of repairs shall be forwarded to the proper area for resolution

6.3 Drawing File Management, Maintenance and Reproduction

a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work - The Contractor shall provide all drawing file management control and print reproduction services necessary for the operation of the Central Drawing Files (CDF) and Reprographic Unit. One Contractor employee performing this task shall have a security clearance of SECRET.

The Contractor shall provide support and direction in the creation, storage, recovery and reproduction of microfilm copies of engineering drawings and blueprints. Services shall include filing the hard copies of all research and facility drawings and documents produced by on-site, civil servants or contractors at Glenn.

The Drawing Files Group shall be responsible for the creation, storage, recovery and reproduction of microfilm copies of engineering drawings and blueprints as follows:

- Produce scanned files of revised manual drawings to produce aperture cards and submit the electronic file to the appropriate document management system.
- Prepare and submit services performed and production reports:
 - Generate daily activity reports of production results, cost savings, problems, and actions taken.
 - Document monthly reports to TR.
- Analyze and research unusual engineering customer requests when sufficient data is not available for routine processing:
 - Validate engineering request for drawing information
 - Perform database and manual searches for drawings based on content, organization, or project supported.
 - Correct drawing document deficiency to preclude recurrence.
- Perform daily functions essential to the operations of NASA Drawing Management.
 - Review all new drawings for accuracy and conformance to standards.
 - Issue and control NASA drawing numbers.
 - Maintain NASA Drawing File related hardware (plotter, copiers, computers, and specialized equipment)
- Create, maintain, and support the Engineering and Technical Services Directorate's drawing files concerning EDD'S portion of task:
 - All ProEngineer and AutoCAD generated engineering Files
 - All manually generated engineering drawings
 - All reports associated with above mentioned files and drawings
- Responsible for creation, conversion, and management of the Engineering Design Division's (EDD's) imaging system. EDD portion of task includes:

- Create electronic images and files by scanning manually created documents. This includes the scanning of the document, converting it to an EDD standard tif image, storing image in EDD drawing database, and plotting to aperture card for hardcopy storage.
 - Create hybrid AutoCAD files. This procedure entails merging an AutoCAD vector file with various raster image files.
 - Support CSD in the creation and maintenance of various storage and plotting procedures concerning above files.
- Perform daily functions pertaining to the operations of the CDF.
 - Issue NASA standard numbers to be attached to engineering files for filing purposes
 - Maintain archived engineer documents.
 - Maintain Central Drawing File related hardware (plotters, copiers, computers, etc.)

The Contractor shall maintain all IAGP in good operating order and recommend when replacement of equipment is necessary.

c. Quality standards - The Contractor shall comply with the general requirements specified in paragraph a. of this task. The contractor shall perform and control all work and services required for drawing management and print reproduction accurately.

d. Schedule - Work shall be performed in accordance with schedules established by the TR.

e. Documentation - Monthly written activity reports shall be submitted to the TR within seven working days of the end of the month.

6.4 Organizational Development and Training Office Support

The Organizational Development and Training Office is responsible for the development and training of Glenn Research Center personnel. The Contractor shall provide management, personnel, administrative support, materials, equipment, services and facilities, not otherwise provided by the Government, to perform this task. The Contractor shall perform these requirements in a professional and courteous manner that ensures that specified standards of performance meet or exceed the standard performance level (SPL), and take timely and responsive actions to improve performance that fails to meet the SPL before such performance falls below the acceptable quality level (AQL).

6.4.1 Learning Center

- a. General requirements - The Contractor shall provide support in accordance with the Glenn Research Center (GRC) Business Management System, policy directive, procedures and guidelines governing on-site performance, and in accordance with security regulations, copyright laws, and procurement laws and regulations, as revised. The Contractor shall comply with Glenn specific mainframe systems including Integrated Desktop Environment (IDE).
- b. Description of work - The Learning Center at Glenn Research Center is a special purpose facility currently located in Building 21, with a primary emphasis on individual instruction for clientele pursuing independent studies. It serves an audience of civil service and support service contractor personnel, including managers and supervisors, scientists and engineers in a variety of disciplines, skilled trades and draft personnel, and professional, administrative and clerical support staff. This contract covers those services.

Visit the NASA Glenn Organizational Development and Training Office at
<http://www.grc.nasa.gov/WWW/ODT/>

Visit the NASA Glenn Learning Center World Wide Web Homepage at
<http://www.grc.nasa.gov/WWW/LC/>

The Contractor shall provide the following services:

1. Operate the Learning Center for a minimum of eight and one-half hours per day, Monday through Friday, between GRC core hours of 7:00 a.m. through 5:30 p.m. except for Holidays as defined in this contract.
2. Maintain and expand existing commercial off-the-shelf (COTS) programs/courses for individual learning and self-instruction. The Contractor shall remain cognizant of the latest software updates available. New Technology, Scientific, and Computer COTS programs/courses shall be the latest version Glenn is using if released more than 60 days. Other COTS programs shall be brought to the attention of the Technical Representative (TR) for recommendation of purchase. COTS programs/courses shall be installed within 60 days after ten customer requests or survey results indicate need, or the TR recommends purchase. Current active courses number about 950.

3. Publicize the Learning Center with a catalog of its available services to GRC employees by publishing and distributing hard copy of updated brochure and catalog for distribution at least annually. Maintain and update at least monthly, an electronic version of brochure and catalog for on-line access.
 4. Survey GRC employees to identify additional, new or revised COTS programs/courses needed to maintain or improve employee efficiency. Perform at least two surveys annually, approximately six months apart.
 5. Schedule and assist employees in selecting and using programs/courses for individual learning and self-instruction.
 6. Provide proctor services for exams from accredited universities and colleges that offer satellite, audio/visual or correspondence courses, and accept/use/return university property in accordance with university policies. Proctor services are provided during the Learning Center's hours of operation.
 7. Operate a program for loaning programs/courses and equipment to GRC employees for use outside the Learning Center; maintain status of loaned items and ensure their timely return in satisfactory condition.
 8. Identify, in writing, to the TR, any need for purchase of materials, programs/courses, equipment and maintenance. Submit at least quarterly (15th day of month following end of quarter) for routine or non-urgent needs. For urgent or non-routine requests, submit within 3 days of need identification. The TR will identify the level of purchases allowed for the fiscal year and the Contractor shall stay within the budget level for those purchases.
 9. Schedule and purchase preventive maintenance of Learning Center equipment; purchase remedial maintenance of equipment when needed and authorized by the TR; purchase software license and annual software maintenance when needed and authorized by the TR. Preventive maintenance shall be accomplished within manufacture's recommended guidelines/instructions. Software licenses and annual maintenance agreements shall be current.
 10. Obtain evaluations from all students completing programs/courses in the Learning Center to assess the effectiveness of the course and the services of the Learning Center. Compile monthly summaries of the evaluations for submittal to the TR.
 11. Maintain records of training accomplished by each user of the Learning Center.
- c. Quality standards - Course evaluations shall be obtained from each Learning Center user. On a scale of 1(poor) to 5(excellent) the Contractor shall maintain an average evaluation score of at least 4.0 each quarter with a minimum score of 3.0 each quarter. The Contractor shall receive no more than 6 adverse complaints submitted by users, potential users, or TR, and validated by the TR in each 6-month period. Twelve or more adverse complaints will result in the award of

zero technical performance fees

d. Schedule - New COTS programs/courses shall be purchased/and installed within 60 days after 10 requests or survey results indicate need.

The Contractor shall publicize Learning Center and catalog of available services by publishing and distributing hardcopy of updated brochure and catalog for distribution at least annually. The Contractor shall maintain and update at least monthly electronic version of brochure and catalog for on-line access.

The Contractor shall perform at least two surveys annually approximately six months apart.

Requested proctor services shall be provided at requested time.

The contractor shall provide the TR written identification of needs to purchase materials, programs, courses, equipment and maintenance at least quarterly (15th day of month following end of quarter) for routine or non-urgent needs; and urgent or non-routine requests shall be submitted within 3 days of need identification.

e. Documentation – The Contractor shall maintain files and databases available for review by the TR.

Deliverables shall be provided to the TR as identified in paragraph d. - schedule.

The Contractor shall submit to the TR by the 10th of each month, reporting the previous month's data:

- Significant LC activities
- Programs previewed
- Programs purchased
- Satellite Program info and stats
- NTDS input report
- Learning Channel stats
- LC web site stats
- LC Activity, including:
 - Number of Utilizations
 - Number of Previews
 - Number of Course Completions
 - Number of loanouts
 - Number of applications received
 - and year to date totals for all of the above.

6.4.2 (Reserved)**6.4.3 (Reserved)****6.4.4 Administrative – Short Courses**

a. General requirements - The Contractor shall perform requirements of this task in accordance with paragraph 6.4.1.a.

b. Description of work - The Contractor shall manage the coordination and delivery of administrative short course program components as requested by the Government. In addition the Contractor shall provide support to survey/analyze Center training needs and recommend curricula for potential training in the following areas:

1. ISO 9000
2. Clerical
3. Procurement
4. Legal
5. Financial
6. Human Resources
7. Safety and Security
8. Science and Engineering
9. Career Development
10. Cuyahoga Community College Courses
11. Distance Learning
12. Mentoring Program

The Contractor shall also:

1. Develop/locate sources of needed curricula
2. Obtain curricula approval from TR or Employee Development Specialist
3. Provide logistics support for scheduled training courses, including as a minimum:
 - a.) Scheduling location of training site
 - b.) Send out course announcement to potential trainees
 - c.) Announcements to selected

c. Quality standards - The Contractor shall receive no more than 6 adverse complaints in each 6-month period. Twelve or more adverse complaints will result in the award of zero technical performance fees.

d. Schedule - Mandatory training requirements and other administrative training needs shall be surveyed and analyzed at least twice per year. Data entry of course attendance and completion records shall be performed within two weeks of course completion. Course evaluations analysis shall be performed within two weeks of course completion. Recommend changes to curricula, location or sources shall be provided to the TR or Employee Development Specialist within thirty calendar days after course completion.

e. Documentation - Course evaluations and recommended curricula changes shall be provided to the TR. All other databases shall be maintained and be made available to the TR

6.4.4.1 NASA Correspondence Management and Communications Standards (NPG 1450.10C)

a. General requirements - The Contractor shall perform requirements of this task in accordance with paragraph 6.4.1.a.

Description of work - The Contractor shall develop training modules and train the Glenn Research Center clerical staff based on NASA Procedures and Guidelines (NPG) 1450.10C, NASA Correspondence Management and Communications Standards and Style, effective March 6, 2000. Training shall be conducted for approximately 35 civil servant secretaries and 120 support service contractor secretaries that support Government personnel at Glenn Research Center. NPG 1450.10C is located at <http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/contents.html>

Development of the course shall be in conjunction with the S³ secretaries. A training session shall include several modules. Each training module shall be approximately two hours in length. The secretary shall be scheduled for no more than one training day per week. Modules shall be taped and made available along with a hard copy of the curricula to the Learning Center for training of future new clerical staff.

c. Quality standards - The Contractor shall receive no more than 6 adverse complaints. Twelve or more adverse complaints will result in the award of zero technical performance fees.

d. Schedule – Anticipated task start date is April 7, 2000.

<i>Date</i>	<i>Description</i>
April 14	Develop training schedule to include the number of modules, the number of training sessions, and the date and time of each training session. The schedule shall be submitted to the technical representative (TR) for approval
May 19	Development of first module in the series complete and approved by the TR
June 5	Begin training
TBD	Complete training based on the above training schedule approved by the TR.

e. Documentation – An electronic camera-ready copy of the modules shall be provided to the TR prior to beginning the training. Any changes made to the modules after the original course shall be re-submitted to the TR. Course evaluations and recommended curricula changes shall be provided to the TR. All other databases used in the development of the training sessions shall be maintained and be made available to the TR

6.4.4.2 Distance Learning

a. General requirements - The Contractor shall perform requirements of this task in accordance with paragraph 6.4.1.a.

Description of work - The Contractor shall provide administrative services to the 0480/Organization Development and Training Office in support of the Government's distance learning program provided to Government personnel in accordance with Government policy. The Government is responsible for determining and approving eligibility of any personnel requesting a class.

INDIVIDUAL ON-LINE COURSES:

After receiving approval from the Government the Contractor shall make arrangements with the vendor or educational institution to register the student and provide tuition payment according to Contractor procedures. The Contractor will confirm registration with the student and act as liaison between the vendor or educational institution and the student. Upon successful completion and evaluation of the course by the student, the Contractor will input training credit using existing procedures. In accordance with Government policy, no more than two courses per academic period are permitted without the written consent of the Organization Development and Training Office.

GROUP ACADEMIC DISTANCE LEARNING CLASSES:

The Contractor will work with the Government to determine which on-site academic distance learning courses need to be provided.

The Contractor will then facilitate the delivery of the course, which includes: writing and distributing the course announcement, securing a location and necessary equipment (satellite or video), and making payment arrangement with the vendor. Upon successful completion and evaluation of the course by the students, the Contractor will input training credit using existing procedures.

Tuition for a class or course shall be guaranteed by the Contractor with a letter of credit (when required) and payment of the tuition shall be made by the Contractor and reimbursed by the Government under this task. For purposes of this SOW the definition of 'tuition' is 'the cost of a training class'. Classes taken are for the purposes of training and are related to the individual's occupation not for a degree. The Contractor is not responsible for reimbursing the Government or collecting funds from the students if they do not complete the class.

The Contractor shall notify the Organization Development Training Office of employees who fail to successfully complete the class.

c. Quality standards - The Contractor shall perform all work accurately, timely and with courtesy and professionalism.

d. Schedule – The Contractor shall meet scheduled deadlines of each learning facility and those agreed to with the TR.

e. Documentation – Course completion and grades shall be entered into the AdminStar database. All other data used shall be maintained and be made available to the TR
The Contractor shall provide a monthly report of training activity and associated tuition cost.

6.5 Community and Media Relations Editorial Support

a. General requirements - No general requirements apply to this task.

b. Description of work - The Contractor shall produce a monthly newsletter titled, The Glenn News. This task involves planning, collecting data, conducting interviews, distilling information, writing, editing, coordinating of photography assignments and layout and proofing of the blueline submitted by the GPO printer.

The Contractor shall maintain a database of internal and external customers consisting of employees, retirees, civic, corporate and political leaders and key staff at other NASA Centers. The Contractor shall also maintain a database of all The Glenn News articles.

The Contractor shall provide media relations support, as required. This support shall include the writing of press releases, Notes to the Editor and the quarterly News in Brief. In addition, the Contractor shall coordinate media briefings and address media inquiries on a periodic basis.

c. Quality standards - The tasks listed above shall be performed accurately.

The Contractor shall conduct customer surveys on an on-going basis on The Glenn News. These surveys shall solicit comments and feedback to ascertain customer satisfaction.

The Contractor shall maintain positive working relationships with employees at Glenn, NASA Headquarters, other NASA Centers and the Media.

d. Schedule - The Contractor shall send a draft of The Glenn News to the GPO printer. The GPO printer will review and return the blueline to the Contractor. The Contractor shall complete corrections and return the blueline to the GPO printer for final printing. These activities occur during the last week of each month.

e. Documentation - The Contractor shall provide weekly status reports to the TR and quarterly status reports to the Glenn Editorial Board.

The Contractor shall file for the record all information related to the generation of The Glenn News. The Contractor shall maintain a database of articles pertaining to The Glenn News.

6.6 Financial Management Support

a. General requirements - The Contractor shall comply with the NASA Financial Management Manual(FMM) the Federal Travel Regulations (FTR) and the Instructions and policies for using the SAP Core Financial software and the Gelco Travel Manager software.

The Contractor shall comply with Glenn' specific mainframe systems including Integrated Desktop Environment (IDE), Time and Distribution System (TADS) and all Users' Guides, as revised. In addition, the Contractor shall comply with NASA Correspondence Standards Handbook, NHB 1450.10, as revised and NASA Security Handbook, NHB 1620.3.

b. Description of work - The Contractor shall perform accounting support, grants accounting and general clerical support.

c. Quality standards - The Contractor shall comply with the general requirements specified in paragraph a. of this task. The Contractor shall perform the work accurately.

d. Schedule - The Contractor shall meet the schedule deadlines agreed to with the TR. In addition, the Contractor shall meet the monthly accounting schedule deadlines.

e. Documentation - The Contractor shall maintain FMD files and databases. The Contractor shall document changes to the accounting systems, operations, procedures, work methods, property discrepancies, account reconciliation, hardware and software systems. In addition, the Contractor shall maintain FMD's inventory of computer software and equipment. The Contractor shall provide the above documentation to the TR upon request.

6.6.1 Accounting Support

The contractor shall provide accounting and clerical support duties that include the following tasks:

- Set up new contracts for costing.
- Serve as Security Administrator for Electronic Certification System.
- Assist in maintaining the General ledger through various duties such as preparation of the Payroll Accrual Worksheet and verification of the Object Class Report when required.
- Responsible for maintaining subsidiary Ledgers with the reconciliation of account balances when required.
- Assist in maintaining the General ledger by preparing journal vouchers, maintaining subsidiary ledgers and performing account analysis when required.
- Review material receipts and record into purchase order spreadsheets.
- Determine and calculate monthly purchase order cost accruals to be input in SAP ensure accuracy of the cost data for the month.
- Enter monthly purchase order cost accruals into SAP.
- Perform end-of-month reconciliation after cost closing.
- Receive, date stamp and distribute Division mail.
- Enter new invoices into SAP, ensure that vendor has valid banking information in the system,

coordinate with Procurement for establishing new vendors, return incorrect invoices to vendor and post payments into SAP to generate disbursement to vendors.

- Process travel vouchers through Travel Manager. Answer questions from travelers regarding their trips.
- Coordinate the issuance of travel charge cards.
- Maintain the control and processing of reimbursable travel.
- Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed material in combination with general office clerical support, using a computer and software packages. Work requires accuracy in performing specific, recurring, varied tasks to maintain electronic records such as calendars, directories, spreadsheets, databases and producing a variety of correspondence using different types of software packages.
- Work requires familiarity with office terminology and practices. Meets priorities and deadlines on continuing assignments and new projects.

6.6.2 Grant Accounting

The contractor shall provide grant accounting support duties that include the following tasks:

- Review and examine Federal Cash Transactions Reports (SF-272) which are submitted from the grant recipients.
- Ensure the timeliness and accuracy of SF-272.
- Train the grant recipients to fill out SF-272 correctly to reduce errors in future reports.
- Contact grant recipients to correct SF-272 to ensure the reports meet all of the financial report requirements.
- Ensure the accuracy of cumulative Net Disbursements and monthly cost amounts of grants and co-operative agreements.
- Record the data from SF-272 into custom-made spreadsheets for grants and cooperative agreements.
- Calculate and determine monthly cost accruals for grants and cooperative agreements.
- Enter monthly grants cost accruals into SAP.
- Finalize closeout grants and cooperative agreements.
- Ensure closeout grants recipients meet all the financial requirements.
- Deobligate the closeout grants' obligations.
- Communicate with grant officers, technical monitors and grants recipients regarding grants issues.

6.7 Resource Analysis and Management Office Support

a. General requirements - The Contractor shall comply with the NASA FMM 9250, as revised; NASA Materials Inventory Management Manual, NHB 4100.1, as revised; NASA Equipment Management Manual, NHB 4200.1, as revised; NASA Personal Property Disposal Manual NHB 4300.1, as revised, NASA Automated Information Security Handbook, NHB 2410.9, as revised; Federal Information Resources Management Regulation (FIRMR) and the Glenn COBOL Accounting system.

- b. Description of work - The Contractor shall provide clerical, administrative and computer database support.

In the clerical area, the Contractor shall provide clerical support to the Resources Management and Analysis Office (RAMO). In the area of record keeping services, the Contractor shall prepare and track travel requests and vouchers. The Contractor shall order and maintain stock and/or supplies. In the areas of clerical office organization services, the Contractor shall screen and distribute mail. The Contractor shall copy, distribute and file material as requested. In the area of computer application services, the Contractor shall prepare spreadsheets, tables, charts and graphs and update and maintain databases. The Contractor shall organize data in the database in order to facilitate preparation of reports and analyses. In the area of clerical word processing services, the Contractor shall type correspondence, documents, reports and vugraphs. In the area of computer database support, the contractor shall update and maintain computer databases in the area of Resources Management and Analysis Office (RAMO).

Specific tasks include:

- Maintains and updates Division databases and spreadsheets
- Develops monthly and yearly presentation packages in the form of graphs and charts
- Collects and inputs monthly data for reports and spreadsheets
- Inputs Travel Request and Travel Voucher information into an on-line travel system (LOTS)
- Sorts and distributes mail daily
- Maintains and updates information on Division WWW page
- Reconciles and balances Glenn Budget Planning and Reporting system (LEWPLAN) on a daily and monthly basis
- Runs, distributes and maintains required Division computer Reports
- Maintains stock and file rooms
- Orders Division stock supplies and stock
- Maintains training classes for the Division. This includes distributing announcements and forwarding the list of attendees to the Directorate Office
- Other miscellaneous duties as required

The Contractor shall have HTML knowledge and familiarity, proficiency in MS Office i.e., Excel, Word, Powerpoint, and Access, and proficiency in Flowcharting software.

- c. Quality standards - The Contractor shall comply with the general requirements specified in section a. of this task. The Contractor shall perform the work accurately.

- d. Schedule - The Contractor shall meet the deadlines agreed to with the TR.

- e. Documentation - The Contractor shall maintain and update RAMO files and databases. The Contractor shall assist in special activities such as Glenn team activities. The contractor shall utilize and maintain on-line applications and query languages.

6.8 Administrative Project Coordination

- a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.
- b. Description of work - The Space Transportation Project Office (STPO) manages all space transportation research and technology projects at GRC. Current space transportation activities include air breathing propulsion, power, vehicle health management, propellant technologies/CFM, and advanced propulsion concepts. Support Lead Center for Space Transportation (Marshall Space Flight Center) in conducting programs such as the 2nd Generation RLV and Advanced Space Transportation Programs. Also supports Shuttle upgrades and Exploration programs (JSC, JPL). The STPO requires dedicated administrative and clerical coordination to carry out these activities.
- c. Quality standards - The Contractor shall perform all work accurately.
- d. Schedule - The Contractor shall meet scheduled deadlines agreed to with the TR.
- e. Documentation - The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

The Contractor shall provide general administrative and clerical services as defined in the following tasks:

6.8.1 Financial/Special Project Support

- Maintain monthly task balance information for all transportation tasks.
- Perform ad-hoc queries related to financial/labor task status, as required, using Glenn financial management systems (AMS, LewisLib, and LewPlan) and STPO filing systems. At times will work closely with Data Programmer.
- Conduct special analysis of financial data, as requested.
- Research and resolve obligation and costing issues. Knowledge and communication necessary with all areas of GRC including Procurement, FMD, RAMO and research organizations.
- Compile and report various information/data including Labor, Travel, and Budget data.
- Use Data Warehouse & Access for data inquiries and accumulations, when needed.
- Account troubleshooting and reconciliations, i.e. Grant and Contract discrepancies.
- Assist in monthly MIM coordination.
- Coordinate and compile MED, ED, and FOTSS monthly FTE data for reporting to STPO and Center personnel.
- Exhibit coordination – may include travel.

6.8.2 General Clerical

- In the area of clerical office/document room organization services, the Contractor shall answer telephones; return telephone calls and directs inquiries. The Contractor shall copy, distribute and file material as requested

6.9 Interagency Advanced Power Group (IAPG) Power Information Center

The Contractor shall provide 1.0 FTE administrative and clerical support to the Interagency Advanced Power Group (IAPG), an organization sponsored and represented by the U.S. Navy, Army, Air Force, National Aeronautics and Space Administration (NASA) and Department of Energy (DOE).

a. General requirements – The Contractor shall provide support in accordance with all Agency and Center directives.

b. Description of work – The Contractor shall provide administrative and clerical support to the steering and working group meetings. Support shall include:

- Pre-meeting planning, on-site meetings support, and post meeting activities for the steering and working group meetings.
- Prepare and distribute preliminary meeting notification packages, to include invitation letter, registration form, preliminary agenda, area accommodations, and logistical information.
- On-site meeting packets shall include the final agenda, previous meeting minutes, action items, organization chart, and an IAPG membership application.
- Coordinate and attend all steering and working group meetings and provide participant registration, collection of speaker presentation materials and recording minutes at the working group and steering group meetings.
- Prepare name badges, create a registration list for each meeting, and assist the Working Group chairperson(s) and or Panel chairperson(s) in securing speakers and sending the speakers preliminary meeting notification packages.
- Design, publish and distribute to the membership a compilation of requests for presentation materials annually. This compilation will be the total sum of requests for presentation materials forms, published as an appendix to IAPG meetings. The IAPG members can then select and request the specific presentations they would like to receive.
- Published and distributed to the membership a semi-annual IAPG meeting calendar (Spring and Fall) shall be designed,
- Prepare new membership information packets; in include a confirmation letter, membership rosters, and a copy of the current IAPG organization chart and a copy of the compilation of presentation materials.
- Maintain a comprehensive membership file on the current version of the IAPG web site, interfacing with the existing database. Data entry is for the 3.5 version of the IAPG Internet/WWW/Website. The Contractor shall update individual member information, as such information becomes available, solicit members for periodic updates, and allow updates to be made by members themselves electronically.
- The Contractor shall provide those items necessary for database and website updates and meeting support; to include but not limited to: duplication of materials, stationery, recording tapes, envelopes, labels, overhead slides, presentation folders, badges and inserts, postage, binding process, invitations, agendas, and meeting equipment rental, etc.

c. Quality standards - The Contractor shall comply with the general requirements specified in section a. of this task. The Contractor shall perform the work. The Contractor shall train and

upgrade skills as new software products are developed. Organization, communication, editing and writing skill shall be of a quality suitable for external NASA presentations.

d. Schedule – The Contractor shall support the above tasks in accordance with the following schedule:

- Coordinate 12 meetings per year.
- Design, publish and distribute to the membership a compilation of requests for presentation materials annually.
- The Spring IAPG meeting calendar shall be complete by March 1st of each year.
- The Fall IAPG meeting calendar shall be complete by September 15th of each year.
- Requests for IAPG membership information shall be responded to within five working days of receipt of the request either by mailing the information or transferring it electronically.
- A complete membership roster shall be made available annually by March 1st.

e. Documentation - The Contractor shall provide documentation and reports as necessary to complete the above description of work within the required schedule. Files shall be maintained and available for review by the technical representative (TR). A monthly status report shall be provided to the TR on the first day of each month.

6.10 Space Program Plan Development Support (COMPLETE)

The Contractor shall provide administrative support to the Space Directorate for the development of the Space Business Planning process. Work shall be performed from November 1, 1999 through October 31, 2000. It is anticipated that this task will require 1800 to 2000 hours to complete. The task will be reviewed 15 days prior to the end of each quarter to confirm the work being conducted and add new tasks as necessary.

a. General requirements - The Contractor shall provide support in accordance with all Agency and Center directives.

b. Description of work - The GRC has realigned its organization and program management to utilize a highly matrixed implementation strategy. This requires a very different approach to developing a program or business plan. This plan must have input and buy-in from the range of cross-functional team members that implement the plan. There has been significant progress made to date but further effort is required to institutionalize the planning process within the space program. The plan has been drafted and endorsed by the leadership group and Center Director, and specific actions have been identified for continuing the planning and implementation of this process

c. Quality standards - The Contractor shall comply with the general requirements specified in section a. of this task. The Contractor shall perform the work accurately.

d. Schedule - The Contractor shall complete the following milestones:

Task 1

- Develop and document proposed approaches to implementing
 - New Idea Generation Process Pilot 12/31/99
 - Internal Rollout of the Plan 12/15/99 (Flowen Task #1.1)
 - External Rollout of the Plan 1/15/00 (Flowen Task #1.2)
 - Futurist Speaker Series 11/30/99
 - Competitor Analysis for Market Research Areas 1/30/00 (Flowen Task #1.3)
 - Sales and Marketing Plan 2/1/00 (Flowen Task #1.4)
 - Facility Assessment 3/1/00
 -
 - Deliver an enhanced approach for conducting a Human Resource analysis, which includes working with the Space Directorate Executive Officer or other designated contacts within the Government to collect appropriate information for incorporation into the report. 8/1/00 (Flowen Task #1.5)
 - Annual Report for FY00 7/15/00
- Facilitate a "Pilot" for the New Idea Generation Process including documenting Lessons Learned and Proposed Improvements 2/28/00
- Complete the market research for a new product line in science and document for Director of Space and Leadership Group 12/15/99
- (Flowen Task #1.6)
- Plan and Facilitate Leadership Group Meetings. This includes preparation of relevant analyses and assessments. The meeting scheduled on July 1, 2000 shall be lead by IDI and Flowen and supported by the Government. The meeting scheduled for later this fiscal year will be lead by the Government and the Contractor shall support the meeting. 6/1/00 (Flowen Task #1.7)
- Conduct and deliver a Competitor Analysis for the GRC Space Program focused on the work at other NASA Centers and addressing the needs of other Government Agencies in the field of Biomedical. 7/31/00
- Integrated Business Planning Process with Center Metrics 1/30/00
- Develop and document proposed approaches for assessing and conducting research for the environmental market. 6/30/00 (New Flowen Task)
- Deliver a Sales and Marketing Plan for gaining an expanded GRC Space Program presence in the Biomedical Field by 2005. 9/1/00 (New Flowen Task)

Task 2 - These tasks have been identified as being required for implementation of the Space Program Business Planning Process and at the discretion of the Government may be funded in the future for implementation. The schedules will be developed at the time of task funding.

- Futurist Speaker Series
- Space Program video (for use in internal/external rollouts and other public functions/meetings requiring a description of the future of the GRC Space Program)
- Internal Rollout Event(s)
- External Rollout Event(s)
- Development of Human Resources Assessment White Paper & Recommendations
- Development of Facilities Assessment White Paper and Recommendations

e. Documentation - The Contractor shall provide documentation and reports as necessary to complete the above description of work within the required schedule.

6.11 Information Systems Support (ISS)

a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work - The Contractor shall recommend, design, develop, and maintain computer applications required to support activities identified in the tasks associated with logistics and technical information. The Contractor shall provide daily systems administration, including user support, for every system the contractor maintains. The Contractor shall provide a robust server architecture/infrastructure from which LTID can utilize for custom and off-the-shelf software applications, file storage, Web host, and database engine. The contractor shall stay abreast of current information technology products and pursue training appropriate to the tasks required, as approved by the TR.

- Recommendations – The Contractor shall evaluate logistics and technical information tasks and recommend new applications or, where appropriate, changes to existing automated programs in an effort to improve efficiency, cost effectiveness, systems integration, and security. The Contractor shall recommend a server environment consistent with proposed LTID applications and associated database, file storage, and Web host requirements. Recommendations will contain a schedule of events, consisting of significant event milestones.
- Design – The Contractor shall identify and detail all aspects of any new application or proposed change to any existing program, which will include: the concept, the project definition, steps needed to initiate the project, requirements definition, preliminary design, and detail design. All applications shall have an appropriate automated information security plan.
- Development and implementation – The Contractor shall develop and implement new applications and changes to existing programs in accordance with design documents. The Contractor shall provide coded, compiled, and tested modules and data structures that are compatible and integrated with current LTID computer architecture and infrastructure. The Contractor shall provide user training as part of applications implementation.
- Maintenance – The Contractor shall maintain, to the programmer/analyst level, all applications developed or modified by the Contractor. In addition, the Contractor shall maintain existing programs (with the exception of Agency-wide mainframe-based systems) to the same level as they are identified by the Government to be part of the LTID management information infrastructure. The Contractor shall be responsible for all maintenance, both software and hardware, to be performed on all LTID domain servers.
- Systems administration – The Contractor shall perform first-line user intervention and liaison when responding to computer trouble calls; administer configuration control and security; and conduct ongoing user assistance/training. The Contractor shall perform server administration duties for all LTID domain servers; including providing tape backup for all production applications, graphics data, text files and databases; providing application,

graphics data, file, or database recovery from tape back-up; establishing users and groups permissions on directories and databases.

- Current technology – The Contractor shall install hardware and software upgrades to all LTID domain servers and select personal computers and peripheral equipment; The Contractor shall stay abreast of current information technology products and pursue training appropriate to the task required, as approved by the Government.

c. Quality standards - The quality of the elements listed in paragraph 6.1.b shall be 95% error-free, with the exception of those elements identified as systems administration duties on all LTID domain servers which shall be 100% error-free. Actual end result efficiency improvements, cost benefits, systems integration and security advantages in any new/modified system will correspond to those outlined in the recommendation. Work shall be performed in a professional manner.

d. Schedule - The schedule of activities and priorities shall be established by the TR at the time the requirement is identified. The Contractor will respond to computer-related trouble calls within 4 hours from the initial user request. The Contractor will restore data, an application or database residing on an LTID production server within 4 hours for all non-hardware related problems, and within 24 hours for any hardware related problem. Systems design, development and implementation milestones outlined in the recommendation will be met within 7 days of the scheduled date, unless otherwise previously extended by the TR.

e. Documentation - The Contractor shall provide to the TR a monthly report of significant efforts; maintain a monthly work request log consisting of requests, requesters, dates, actions, etc.; maintain a master schedule of projects; and maintain an inventory of division hardware, software, and system capabilities.

In addition, regarding systems development, the Contractor shall provide the following documents for the sections indicated, in proportion to the size and complexity of the system concerned:

- Recommendations – an outline of any major new system or changes proposed, including an estimate of the scope of the effort and associated costs, and the proposed benefits.
- Design - a) a design document containing the concept, definition, initiation steps, and requirements obtained through analysis; b) a preliminary design document including architecture, modules, flow, and security; and c) a detail design document incorporating the previous two design documents plus user interface/screens.
- Development/Implementation – a) a training plan; b) a user's guide, where applicable (in most cases this shall exist in the form of on-line Help; c) an administrator's operating guide; d) a programmer's guide, and e) a configuration control document.
- Maintenance – appropriate updates and revisions to previous documents/guides submitted.

6.12 Educational Programs Support

The Contractor shall provide computer systems analysis support to the Educational Programs Office (EPO). Support consists of Database Administrator/Developer, Local Network (LAN) Administrator, WWW master, and Notebook Systems Administrator, and Computer Consultant (ad hoc). Tasks involve the following:

Administer and maintain EPO Division Intranet. Establish and maintain security policy to ensure data confidentiality, availability and integrity. Manage user accounts/permissions/and account policies.

Maintain RAS connectivity to Division Intranet for mobile EPO staff users.

Directs, coordinates, and facilitates multiple reengineering and process improvement initiatives related to automation and enhancement of the EPO core information systems and processes.

Provide strategic, expert advice and consultation on the design and implementation of effective administrative and business processes within the EPO, to include process analysis, redesign, reengineering, and organizational effectiveness.

Serve as subcommittee member of the NASA Education Pipeline Committee to plan an Agency-wide database tracking system.

Configure, maintain and administer the EPO's division database server and its related 28-node local area network (LAN) capability and connectivity to the NASA GRC wide area network (WAN).

Facilitate beta testing of new and modified proprietary software systems for end-users.

Maintain and administer the EPO's division server and its related 28 node local area network (LAN) capability and connectivity to the NASA GRC wide area network (WAN) using Windows NT Server 4.0/Windows 95 over TCP/IP over AUI Ethernet network topology.

Serve as Outsourcing Desktop Initiative (ODIN) Point of Contact for 9200. Maintain accuracy of the ODIN Database. Ensure funding impacts properly conveyed. Local ODIN/SME information conduit

Implement IP address coordination with the Glenn Networking Operating Center (GNOC) for networked computer systems.

Organization Computer Security Representative (OCSR)

Establish management controls and a communications process to ensure that the organization's implementation of IT security is consistent with mission needs, and NASA and GRC policies and guidance.

Serve as the organization's representative to the GRC IT Security committee, represent the organization's Director/Division Chief or Office Chief on all IT security matters, and cast that organization's vote on matters of IT security policy.

Report suspected and actual IT security incidents to the Center Computer Security Manager and line management.

Establish a process to ensure that the organization's storage media are purged of any data or information that has not been approved for public release prior to releasing the media outside the organization's control.

Report periodically to the Center Computer Security Manager and the organization's senior manager on the status of the organization's IT security posture.

Identify an Alternate Organization Computer Security Representative (AOCSR), if required.

Review annually the IT Security Plans for the organization's systems.

Ensure that IT Security Plans are protected as "For Official Use Only" material when system vulnerabilities are disclosed.

Report periodically to the CCSM and the organization's Director or Office Chief on the status of IT security planning in that organization, including acting as the sole authorized source for that organization's inputs to the GRC IT Security database

As Database Administrator/Developer, responsible for the development of the database systems that support the programs and operations of the EPO.

As WWW master, responsible for the development, maintenance, and management of the EPO WWW site and incorporate new advanced WWW technologies into EPO's WWW to support the programs and operations of the EPO.

As Notebook Systems Administrator, responsible to setup, test, configure, install software, administer, and provide user training on EPO's six (6) new notebook computers which support the enhanced mobile computing and multimedia needs of the OEP staff.

Participates in periodic meetings with the EPO Chief to ensure that the information systems of the EPO are in line with their management priority, objectives, and strategies for office automation.

Perform database applications development and administration using MS Access 2.0, Access 95 and Access 97 in managing the database information systems of the office. Specifically the EPO 2000 Database System, and the archived pre-1992 flat files.

Develop information systems that allow for relational database systems to be connected to the Internet via the World Wide Web.

Performing all duties related to being Webmaster for the office and continuing the administration and development of the EPO web site.

Maintaining and administering the EPO's division server and its related 28 node local area network (LAN) capability and connectivity to the NASA LeRC wide area network (WAN) using Windows NT Server 4.0/Windows 95 over TCP/IP over AUI Ethernet network topography.

Performing internal hardware upgrades to some PCs within the EPO.

Providing assistance and maintenance of IDE 2.0 information architecture on EPO client PCs to provide for office productivity, work flow, e-mail, file sharing, and network printing functionality to the EPO staff.

Maintaining and administering the EPO's 5 Toshiba notebook computers and their related software to provide for remote LAN access for mobile usage and desktop productivity.

Providing training to EPO staff in the use of the deployed information technologies within the EPO.

Providing specifications for the procurement of computer hardware and software for technology refresh.

Responding to ad hoc requests for assistance with various information technology issues and problems as they arise and analyzing and implementing various business processes to improve the EPO's office automation capabilities.

Providing maintenance and administration of the 6 PC LAN which is the EPO's computer lab in Building 7, room 101.

Act as Mainframe Central Directory Alternate Administrator in allocating access to various computer resources and systems at GRC.

6.13 Commercial Technology Support

6.13.1 (moved to 6.15) COMPLETE

6.13.2 COMPLETE

6.13.3 Computer Systems Development

The Contractor shall also perform the following in support computer systems development:

- Design, develop, and implement new software programs that are unique and mission critical to the Center's management of legal agreements and intellectual property. These programs include (but not are not limited to) the Space Act Agreement Maker, the agreement router, and the Software Repository. Some of these programs have planned implementation at other Centers in the Agency. This will require a software engineer familiar with related Agency and GRC information systems. While working under general supervision, this effort will require initiative, creativity, good communication skills, the ability to analyze requirements from technical and legal professionals, as well as testing and verification techniques. Specific technical capabilities will include the following:
- Microsoft Access programming
- Visual Basic programming
- Dynamic WWW page development
- SQL database development
- ColdFusion system development
- Microsoft NT and other operating systems installation and maintenance
- Implementation of video streaming software and servers
- Coordinate and integrate system development with the Glenn Computer Services Division

The Contractor shall perform the following:

- Implement designed computer software systems using WEB based technologies using html, asp, javascript, php, and sql.
- Update existing WEB site code as needed.
- Assist in the maintenance of hardware systems for CTO
- Run and maintain backups of CTO file and WEB servers.
- Keep Techtracs up to date with software release agreements.
- Package software code for distribution on the software repository.
- Update software repository as needed, categorizing codes, links to other NASA Centers, etc.

6.13.4 (moved to 6.15) COMPLETE

6.13.5 BMS/ISO Process Support

The Contractor shall provide administrative and support to the ISO process to include the following tasks:

- Supports BMS/ISO project management function by gathering, creating and coordinating all documentation for the implementation of ISO policies, procedures and elements throughout the directorate.
- Serve as the BMS/ISO Document Administrator as defined in GRC-P3.7.2 for 9000, 9300 and 9400.
- Serve as the BMS/ISO Division Records Representative (DRR) as defined in GRC-P3.7.3. for 9000, 9300 and 9400.
- Serve as the BMS/ISO Organizational Administrator (OA) for the Corrective and Preventive Action System (CPAR) as defined in GRC-P4.7 for 9000, 9300 and 9400.
- Assist the 9000, 9300 and 9400 organizations in the root cause analysis of non-conformances and in the determination, implementation and verification of corrective actions required.
- Serve as point of contact for internal audits and registrar audits.
- Serves as point of contact with GRC BMS/ISO Project Office on BMS/ISO issues and communicates changes, updates and initiatives to the 9000, 9300 and 9400 organizations.
- Coordinates the quarterly directorate management review.
- Coordinates the center biannual management review on behalf of the Director Of.
- Assist supervisors with BMS/ISO training of employees.
- Assist the 9000, 9300 and 9400 organizations in identifying and suggesting objectives and/or goals (process and product) and determining appropriate metrics to assess those goals.
- Assist the 9000, 9300 and 9400 organizations in the collection and assessment of customer feedback from any and all delineated lower level procedures, manuals and center level procedures.
- Leads cross-functional directorate GRC BMS/ISO teams to review and modify procedures for accuracy on a periodic basis.
- Assist the Directorate Management Representative as required.
- Assist with the purchase of ODIN equipment
- Track ODIN resources by equipment and expenditures

6.13.6 Technology Transfer Success Story Support

- Assist in identifying and gathering information on potential Commercial Technology success stories
- Assist with the writing of commercial success stories and obtaining publication release approval
- Assist with the logging and transfer of Commercial Technology success stories to NASA Headquarters

6.14 Analox Contract Closeout Property Assessment (COMPLETE)

The Contractor shall provide administrative support to inventory FCF Government property for transfer to the MRDOC Contractor.

- a. General requirements - The Contractor shall provide support in accordance with all Agency and Center directives.
- b. Description of work - The Contractor shall provide administrative support to inventory Government property. Support shall include:
 - Create master database (i.e., inventory list in excel spreadsheet) of FCF property from 1149s, Government purchase requests, etc. (approximately 2000 items) (completed by 4/12/00).
 - Walk through facilities to site property (Building 333, Building 110, AOS) and verify equipment location and availability to transfer. Organize Government property in storage for transfer (completed by 4/19/00).
 - Create final property list for conveyance to MRDOC contractor. Convey property list to MRDOC Contract Officer by 4/21/00.
 - Current inventory of FCF property does include some chemicals, including compressed gases and chemical filter materials in use in Building 110, Room 117. Not yet determined whether these items will be conveyed to the MRDOC Contractor as Government furnished equipment.
- c. Quality standards - The Contractor shall perform all work accurately.
- d. Schedule - The Contractor shall meet scheduled deadlines agreed to with the TR.
- e. Documentation - The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

6.15 SBIR/STTR Program Support

6.15.1 SBIR/STTR Program Assistance

The Contractor shall assist the SBIR/STTR Program manager in the administration of the Small Business Innovative Research (SBIR) and the Small Business Technology Transfer (STTR) programs. The Contractor shall provide engineering analysis of SBIR/STTR proposals. The following tasks shall be included:

- Provides support to all aspects of the SBIR/STTR Program, including all entries, and Headquarters requirements.
- Provide support to the commercialization of the SBIR/STTR projects by soliciting data from technical managers for each SBIR/STTR company.
- Collect success stories
- Assist with program assessment and metrics in response to requests from Center management and Headquarters

6.15.2 Financial Tracking

The Contractor shall provide support in the development of program tracking of technical and financial elements of approximately 120 SBIR contracts, as well as the STTR program. The Contractor shall perform program estimating, scheduling and report generation including the following tasks:

- Formulate and execute, after Government approval, financial resource management of the SBIR and STTR programs.
- Formulate POP, Phasing Plan, and reimbursable agreements.
- Provide tracking, reporting, presentation and analysis in response to request from Center management and Headquarters.
- Assist the Resource Analysis and Management Office (RAMO) in preparation of staffing levels and future dollar requirements.
- Prepare purchase requisitions to fund the SBIR/STTR programs phase I and phase II contracts.
-

6.16 Mobile Television Production Van

a. General requirements - The Contractor shall comply with the general requirements specified in Task 2.0.a., as applicable. In addition, during the operation, maintenance and upgrading of the Television Production Van the Contractor shall adhere to the standards, codes, regulations and practices of the following list but not limited to: National Electrical Manufacturers Association, Society of Motion Picture and Television Engineers, Occupational Safety and Hazard Act, American Society of Heating, Refrigeration and Air Conditioning Engineers, Federal Communications Commission, National Telecommunications and Information Administration, and Individual Satellite Providers.

The finished programs will reflect the mission of Glenn Research Center to domestic and foreign audiences. Programs will assist training and education; disseminate technical information to professional and technical groups, record scientific, technical and engineering events, and tests and experiments and support special events at Glenn Research Center and other NASA Centers.

1. Scheduling

The Television Production Van shall be operated out of Glenn Research Center but will not be excluded from use in the continental United States. The Technical Representative (TR) will submit the proposed schedule including locations and time frame. The Contractor shall respond with detailed schedule and cost estimate broken down per event. The TR will review these inputs and either approve or dismiss events. The Contractor shall be responsible for finalizing the details of the schedule. The TR will resolve scheduling conflicts. The Contractor shall be required to travel to other sites as necessary. The schedule will allow enough time for travel to the site, adequate setup and tear down and return from that location. The Contractor shall prepare and submit to the TR, on an as needed basis, contingency plans that enable the completion of a scheduled activity in the event of a mechanical failure or a fault of nature. Contractor may be required to occasionally support activities at other NASA Centers.

2. Operations

The Contractor shall be responsible for all aspects of modern television production techniques. This shall include writing scripts and producing educational programming to meet the goals of the External Programs Directorate. The planning and execution of a video production is usually a collaborative effort of several individuals occupying different roles. Depending on the size and complexity of the production, this group may include a producer, director, scriptwriter, and camera operators, lighting technicians, audio technicians, editors, satellite communications technicians and others. The Contractor shall provide sufficient personnel support as to ensure a professional finished program. Personnel shall be provided on an as-needed basis. The Contractor is responsible for all of the administrative and logistical details. They shall consult with the TR to discuss the general concept and objective of the program. The Contractor shall develop the script and the most effective way to communicate the information. The TR will give final approval of the script when requested. The Contractor shall design the production within the approved budget and maintain budget records throughout the life of the project. The Contractor is responsible for contracting talent and making arrangements with special guests.

The Contractor shall procure the props and equipment needed and make necessary arrangements at desired sites for on-location shooting. This is to be completed within the parameters set by the TR. The Contractor is responsible for build-up and tear down of appropriate sets to include single to multiple camera operation, various kinds of lighting and broadcast quality audio. The Contractor shall be required to determine the most effective use and distribution of resources to maximize technical quality. The productions will be designed to not only impart information but also to attract and maintain audience attention and to emphasize certain points through the creative use of special production techniques. The Contractor shall arrange for satellite time. Where satellite communications are not available, the Contractor shall make arrangements for signal reception through the local cable or communications provider where possible. Programming should be recorded in the format that the van is equipped to support. The Contractor is responsible for editing all post production footage. The editors shall use the equipment provided to assemble, adjust and enhance the audio and visual elements. Editing shall be performed using the equipment provided on the van unless otherwise approved by the TR. All finished productions will contain credits that were approved by the TR. The Contractor shall not release any taped footage or finished productions without consent from the TR. The Contractor shall be required to follow legal requirements related to copyrighting and taping consent.

3. Maintenance

The Contractor shall maintain the van and equipment to meet or exceed manufacturer's original specifications. This will require the Contractor to perform maintenance at regular intervals as determined by the manufacturer and approved by the TR. All maintenance will be conducted on an "as needed" basis. Maintenance will be charged at actual cost to perform the service. All materials used for repairs will be new and up to the manufacturer's specification. The Contractor shall establish equipment service contracts as recommended by the manufacturer and approved by the TR after the original equipment warranty expires on January 27, 2001. Cost of the service contracts approved by the TR will appear as a Government directed ODC. A log will be kept in the van of all maintenance and repairs performed. The Contractor shall contact the Factory Authorized Repair Centers directly for equipment parts and service information as well as factory repairs. Spare equipment will be stocked as directed by the TR, and costed under Government Directed ODCs. The Contractor shall maintain inventory of all NASA equipment. The Contractor shall provide basic tools and test equipment such as hand tools and multimeters. The Contractor shall notify the TR within eight hours of any problems that might adversely affect the schedule. The Contractor shall make back-up copies and store all software that is provided with equipment and systems.

Glenn Research hangar will be used for the storage of the van. The Contractor shall carry liability insurance on the van in case of an accident.

The Contractor is responsible for ordering supplies such as videotapes, batteries, spare lamps etc. to ensure the smooth operation of the van. The Contractor shall keep a stock log for tapes that will account for all tapes bought, used and circulated. The TR shall be notified of any equipment that is being sent out for maintenance or repair. Any costs over \$1,000.00 shall require approval

from the TR. The Contractor shall maintain equipment documentation and manuals, updating when necessary and will submit copies and changes to the TR.

4. Upgrades

The Contractor shall require approval from the TR prior to replacing or updating equipment to meet broadcast standards and improve quality of productions. All upgrade hardware shall be state-of-the-art equipment that will conform to the initial mission of the truck. The TR will determine if upgrades are to be performed by the Contractor or by other sources. The Contractor shall provide all documentation required to install any new equipment and to interface the new design to existing equipment and controls including engineering, design, construction and verification. The Contractor shall not perform any system redesigns without the TR's approval. The Contractor shall provide a duplicate set of all documentation and updates to the TR. All equipment upgrades become the property of NASA.

5. Training

Within one week of the award of this task the TR will arrange with the original manufacturers of the truck and the instrumentation to provide initial training to the Contractor. This training will include operation of the truck, satellite dish and supporting equipment, taping and production equipment. The TR will make subsequent training available on an as needed basis. The Contractor is responsible for knowing the current standards for Broadcast Quality as defined by the Society of Motion Picture and Television Engineers. The Contractor shall ensure that the crew is properly trained to utilize equipment and ensure quality programming. Within six weeks of this contract being awarded the operations crew will be able to operate the truck and equipment contained to the standards as stated previously in this statement of work.

6. Research Operation

The Mobile Television Production Van will be used as a research resource to the NASA Glenn Research Center. The van will be used to support a variety of satellite networking experiments and programs. The GRC research community will submit scheduling requests for the van to the TR. The TR will review the request to ensure that the research request will not conflict with previously scheduled events. Upon approval from the TR the civil servant operations staff may add specialized communications equipment for testing to the van. Minimal support will be required from the Contractor at this point. The Contractor will not be held accountable for activities performed by the civil servant staff, however a member of the Contractor operations staff will be present during operations to ensure that the integrity of the van and its contents are up to specifications upon return to Contractor operations. Labor cost will be incurred by the Contractor to assure integrity of the van.

7. Equipment

The following equipment is provided as Special Test Equipment:

<u>ECN</u>	<u>Item Name</u>	<u>T Mfg Name</u>	<u>Mfg Model No</u>	<u>Mfg Serial No</u>	<u>Cost</u>	<u>Bldg.</u>	<u>Equip Room</u>
1328597	MONITOR, WAVEFORM	TEKTRONIX INC F-PENTRIX CORP	1705A	B020313	\$4,200	78	HANGR
1620980	RECORDER, VIDEO	SONY	DMXL1A	2860700349	\$4,116	78	HANGR
1620981	CONTROL, CAMERA	FUJINON INC	MS01	NONE	\$2,235	78	HANGR
1620982	CONTROL, CAMERA	FUJINON INC	MS01	NONE	\$2,235	78	HANGR
1620983	CONTROL, CAMERA	FUJINON INC	MS01	NONE	\$2,235	78	HANGR
1620984	WALKIE TALKIE, HANDHELD	MFG'S CODE NOT ASSIGNED	UT95	170	\$896	78	HANGR
1620985	WALKIE TALKIE, HANDHELD	MFG'S CODE NOT ASSIGNED	UT95	171	\$896	78	HANGR
1620986	CHASSIS, MULTIBUS POWER SUPPLY	GRASS VALLEY GROUP INC THE	8900TF	SR15308	\$1,928	78	HANGR
1620987	CHASSIS, MULTIBUS POWER SUPPLY	GRASS VALLEY GROUP INC THE	8900TF	SR15312	\$1,928	78	HANGR
1620988	SYNCHRONIZER, VIDEO	MFG'S CODE NOT ASSIGNED	DPS470	9K470025	\$4,848	78	HANGR
1620989	SYNCHRONIZER, VIDEO	MFG'S CODE NOT ASSIGNED	DPS470	9K470026	\$4,848	78	HANGR
1620990	BASE STATION	TELEX COMM F-MAGNECORD DIV	BTR500SET	NONE	\$894	78	HANGR
1620991	BASE STATION	TELEX COMM F-MAGNECORD DIV	BTR500SET	NONE	\$894	78	HANGR
1620992	BASE STATION	TELEX COMM F-MAGNECORD DIV	BTR500SET	NONE	\$894	78	HANGR
1620993	BASE STATION	TELEX COMM F-MAGNECORD DIV	BTR500SET	NONE	\$894	78	HANGR
1620994	BASE STATION	TELEX COMM F-MAGNECORD DIV	BTR500SET	NONE	\$894	78	HANGR
1620995	BASE STATION	TELEX COMM F-MAGNECORD DIV	BTR500SET	NONE	\$894	78	HANGR
1620996	INTERFACE UNIT	TELEX COMM F-MAGNECORD DIV	SSA324	548200T	\$696	78	HANGR
1620997	MONITOR, VIDEO	MAGNI SYSTEMS INC	AVM510C	10367C	\$4,495	78	HANGR
1620998	CONTROL, REMOTE PANEL	SONY	RCP-TX7	10859	\$2,012	78	HANGR
1620999	CONTROL, REMOTE PANEL	SONY	RCP-TX7	10817	\$2,012	78	HANGR
1621000	CONTROL, REMOTE PANEL	SONY	RCP-TX7	10865	\$2,012	78	HANGR
1621001	LENS	FUJINON INC	A19X8.7BRM	01502229	\$3,353	78	HANGR

1621002	LENS	FUJINON INC	A19X8.7BER M	10000891	\$7,647	78	HANGR
1621003	LENS	FUJINON INC	A19X8.7BRM	10502225	\$3,353	78	HANGR
1621004	CONVERTER, FREQUENCY	MITEQ INC	U9696	653874	\$7,800	78	HANGR
1621005	MODULATOR	MITEQ INC	VM100R	654604	\$12,915	78	HANGR
2007102	TRUCK, SATELLITE NEWS GATHER	GENERAL MOTORS CORP	T6500	1GDJ7C1 C5XJ5136 60	\$367,914	78	N3756
2046360	CAMERA, VIDEO	SONY	DVC-D30W5L	10493	\$12,265	78	HANGR
2046361	CAMERA, VIDEO	SONY	DVC-D30W5L	11123	\$12,265	78	HANGR
2046362	CAMERA, VIDEO	SONY	DVC-D30W5L	11157	\$12,265	78	HANGR
2046363	VIEWER, FILM	SONY	DXF51	32874	\$1,100	78	HANGR
2046364	VIEWER, FILM	SONY	DXF51	32748	\$1,100	78	HANGR
2046365	VIEWER, FILM	SONY	DXF51	32882	\$1,100	78	HANGR
2046366	RECEIVER, TELEVISION	MFG'S CODE NOT ASSIGNED	QUAD195D	157	\$1,819	78	HANGR
2046367	RECORDER, VIDEO	SONY	DSR1	11832	\$6,694	78	HANGR
2046368	MIXER, AUDIO	MFG'S CODE NOT ASSIGNED	1604VL2PRO	BW22807	\$1,058	78	HANGR
2046369	MIXER, AUDIO	MFG'S CODE NOT ASSIGNED	1604VL2PRO	BW22812	\$1,058	78	HANGR
2046370	DISPLAY UNIT	KDS	VSF15	128200417 5	\$1,500	78	HANGR
2046371	DISPLAY UNIT	KDS	VSF15	128200416 9	\$1,500	78	HANGR
2046372	TRIPOD	VINTEN W LTD	VIN100C	X13423	\$5,205	78	HANGR
2046373	TRIPOD	VINTEN W LTD	VIN100C	X13421	\$5,205	78	HANGR
2046374	TRIPOD	VINTEN W LTD	VIN100C	X13418	\$5,205	78	HANGR
2046375	DOLLY, PORTABLE	VINTEN W LTD	3319	14113	\$799	78	HANGR
2046376	DOLLY, PORTABLE	VINTEN W LTD	3319	14344	\$799	78	HANGR
2046377	DOLLY, PORTABLE	VINTEN W LTD	3319	14227	\$799	78	HANGR
2046378	WALKIE TALKIE, HANDFREE	TELEX COMM F- MAGNECORDER DIV	BTR500	2392	\$1,788	78	HANGR
2046379	WALKIE TALKIE, HANDFREE	TELEX COMM F- MAGNECORDER DIV	BTR500	2393	\$1,788	78	HANGR
2046380	WALKIE TALKIE, HANDFREE	TELEX COMM F- MAGNECORDER DIV	BTR500	2394	\$1,788	78	HANGR
2046381	WALKIE TALKIE, HANDFREE	TELEX COMM F- MAGNECORDER DIV	BTR500	2389	\$1,788	78	HANGR
2046382	WALKIE TALKIE, HANDFREE	TELEX COMM F- MAGNECORDER DIV	BTR500	2390	\$1,788	78	HANGR
2046383	WALKIE TALKIE, HANDFREE	TELEX COMM F- MAGNECORDER DIV	BTR500	2391	\$1,788	78	HANGR
2046384	LIGHT, PHOTOGRAPHIC	LOWELL ELECTRONICS	NONE	NONE	\$1,828	78	HANGR
2046385	RECORDER, VIDEO	SONY	UVW1800	38627	\$8,632	78	HANGR
2046386	RECORDER, DIGITAL	SONY	DSR2000	100201	\$15,800	78	HANGR
2046387	MONITOR, TELEVISION	SONY	PVM14M4U	2014566	\$1,312	78	HANGR
2046388	DISK DRIVE UNIT	PINNACLE EQUIPMENT CORP	DEKO500	1179	\$14,118	78	HANGR

2046389	DISK DRIVE UNIT	PINNACLE EQUIPMENT CORP	201002N-D	2032	\$29,167	78	HANGR
2046390	SWITCHER, VIDEO	MFG'S CODE NOT ASSIGNED	1200	C08541	\$19,386	78	HANGR
2046391	CONTROL, EDIT	SONY	BVE2000	12803	\$13,332	78	HANGR
2046392	MONITOR, TELEVISION	IKEGAMI ELECTRONIC US INC	PM9050M2	04149	\$510	78	HANGR
2046393	MONITOR, TELEVISION	IKEGAMI ELECTRONIC US INC	PM9050M2	04218	\$510	78	HANGR
2046394	GENERATOR, TIME CODE	MFG'S CODE NOT ASSIGNED	GPS-MTG	MG0395009	\$1,751	78	HANGR
2046395	GENERATOR, SYNC	VIDEOTEK INC	VSG204D	129900929	\$3,071	78	HANGR
2046396	RECORDER, VIDEO	SONY	DSR90	13430	\$8,053	78	HANGR
2046397	RECORDER, VIDEO	SONY	DSR90	12757	\$8,053	78	HANGR
2046398	SWITCHER, AUDIO/VIDEO	SIGMA ELECTRONICS INC	HPX1616VO	10990032	\$2,647	78	HANGR
2046399	MONITOR, TELEVISION	SONY	PAC8042Q	2002800	\$969	78	HANGR
2046400	MONITOR, TELEVISION	SONY	PAC8042Q/A	2001623	\$969	78	HANGR
2046401	CONTROL, VIDEO	MFG'S CODE NOT ASSIGNED	BJF407-4MKIII	NONE	\$838	78	HANGR
2046402	CONTROL, VIDEO	MFG'S CODE NOT ASSIGNED	BJF407-4MKIII	NONE	\$838	78	HANGR
2046403	CONTROLLER, KEYPAD	PINNACLE EQUIPMENT CORP	0980153-00	3203	\$4,235	78	HANGR
2046404	KEYBOARD, EDIT CONTROL	SONY	BKE/2011	10669	\$4,000	78	HANGR
2046405	ANTENNA, GROUND TERMINAL	TELEX COMM F-MAGNECORD DIV	SC600	1172	\$4,200	78	HANGR
2046406	RECORDER, COMPACT DISK	SONY	CDP-D5000	801547	\$1,206	78	HANGR
2046407	RECORDER, AUDIO CASSETTE	MFG'S CODE NOT ASSIGNED	202MKIII	0330152	\$575	78	HANGR
2046408	MONITOR, TELEVISION	SONY	PAC8042QA	2001621	\$969	78	HANGR
2046409	MONITOR, TELEVISION	SONY	PAC8042QA	2001622	\$969	78	HANGR
2046410	MONITOR, VIDEO	IKEGAMI ELECTRONIC US INC	PM9050M2	004109	\$510	78	HANGR
2046411	MONITOR, VIDEO	IKEGAMI ELECTRONIC US INC	PM9050M2	004063	\$510	78	HANGR
2046412	MONITOR, VIDEO	IKEGAMI ELECTRONIC US INC	PM9050M2	004008	\$510	78	HANGR
2046413	MONITOR, VIDEO	IKEGAMI ELECTRONIC US INC	PM9050M2	004095	\$510	78	HANGR
2046414	MONITOR, VIDEO	IKEGAMI ELECTRONIC US INC	PM9050M2	004122	\$510	78	HANGR
2046415	MONITOR, VIDEO	IKEGAMI ELECTRONIC US INC	PM9050M2	004065	\$510	78	HANGR
2046416	MONITOR, VIDEO	IKEGAMI ELECTRONIC US INC	PM9050M2	004158	\$510	78	HANGR

2046417	MONITOR, VIDEO	IKEGAMI ELECTRONIC US INC	PM9050M2	004134	\$510	78	HANGR
2046418	MONITOR, TELEVISION	SONY	PVM14M4U	2014424	\$1,312	78	HANGR
2046419	MONITOR, TELEVISION	SONY	PVM14M4U	2014420	\$1,312	78	HANGR
2046420	MONITOR, TELEVISION	SONY	PVM14M4U	2014567	\$1,312	78	HANGR
2046421	RECORDER, EDITING	PANASONIC IND CO DIV OF MATSU	AG1980	J9TC0057 7	\$1,389	78	HANGR
2046422	MONITOR, AUDIO	MFG'S CODE NOT ASSIGNED	VM2	38944	\$555	78	HANGR
2046423	CONTROL, CAMERA	SONY	CCU-TX7	11222	\$8,143	78	HANGR
2046424	CONTROL, CAMERA	SONY	CCU-TX7	11218	\$8,143	78	HANGR
2046425	CONTROL, CAMERA	SONY	CCU-TX7	11225	\$8,143	78	HANGR
2046426	MONITOR, VIDEO	SONY	PVM8042Q	2001626	\$1,939	78	HANGR
2046427	MONITOR, VIDEO	SONY	PVM8042Q	2002803	\$1,939	78	HANGR
2046428	MONITOR, VIDEO	SONY	PVM8042Q	2001620	\$1,939	78	HANGR
2046429	MONITOR, VIDEO	SONY	PVM8042Q	2001974	\$1,939	78	HANGR
2046430	MONITOR, VIDEO	SONY	PVM8042Q	2001624	\$1,939	78	HANGR
2046431	MONITOR, VIDEO	SONY	PVM8042Q	2002805	\$1,939	78	HANGR
2046432	CONSOLE, CONTROL	GRASS VALLEY GROUP INC THE	094911-10	C10324	\$3,000	78	HANGR
2046433	CONTROLLER, GRAPHICS	PINNACLE COMPUTER SYSTEM	201810	APC1156	\$2,000	78	HANGR
2046434	WALKIE TALKIE, HANDFREE	TELEX COMM F- RADIANT F-SINGER	C74US	1191	\$4,077	78	HANGR
2046435	RECEIVER, RF	TELEX COMM F- RADIANT F-SINGER	C74US	1065	\$4,077	78	HANGR
2046436	AMPLIFIER, TRAVELING WAVE TUBE	MCL INC F- MICROWAVE CAVITY	MT3000	1061	\$49,750	78	HANGR
2046437	CONTROLLER, ANTENNA	RESEARCH CONCEPTS INC.	RC3000B	68	\$9,250	78	HANGR
2046438	RECEIVER, SATELLITE VIDEO	DX ANTENNA CO LTD	DIR657	NONE	\$3,240	78	HANGR
2046439	DEHYDRATOR, WAVEGUIDE	ENVIRONMENTAL TECHNOLOGY INC	EDH4	142	\$800	78	HANGR
2046440	ANTENNA, BROADBAND	VERTEX INDUS TORBAL DV F-CHRIS	24DMK	V5A0191	\$40,000	78	HANGR
2046442	CONSOLE, CONTROL	MFG'S CODE NOT ASSIGNED	1102	102	\$10,985	78	HANGR

b. Description of work - The Contractor shall provide for the scheduling, operation and maintenance of the Mobile Television Production Van that has been constructed by Gerling and Associates. This van will be the property of the Glenn Research Center. The External Programs Directorate is responsible to decide the mission, budgets and schedules. The van will contain a two-way KuBand satellite communication system, DVCAM PRO formal digital video cameras and digital video production equipment. It will be used to support Glenn Research Center's educational and research programs and special events. The van will be made available for a predetermined fee to other NASA Centers however; the External Programs Directorate will approve the final fee schedule. A detailed description of the Mobile Video Production Vehicle

(MVPV) is included. Reference RFQ3-125157, Specifications for the NASA Glenn Research Center's Mobile Video Production Vehicle (MVPV). Refer to RFQ3-125157, NASA Glenn Research Center Remote Production Truck Video Equipment list included.

The Contractor shall support the functions of the Television Production Van with qualified personnel. These personnel will be required to have specific working knowledge of the principals of digital video productions as well as satellite communications. The production coordinator shall direct the crew in planning, organizing and directing all aspects of the operation, maintenance and quality assurance of the finished product for the Mobile Television Production Van (MTPV). The production crew will support the necessary functions on an as needed basis. The Contractor shall provide support for the van that will display talent and creative ability in communicating information through video programming.

c. Quality standards - The Contractor shall comply with the general requirements specified in paragraph a. of this task.

Work shall adhere to production schedules identified in the customer's requirements. The completed video product will reflect NASA's values and have aesthetic quality, artistic taste and will communicate the desired message.

d. Schedule - The Contractor shall comply with the schedule agreed to with the customer.

e. Documentation - The Contractor shall document work requests in the Program Information Management Systems (PIMS). Financial accounting shall also be maintained in PIMS to allow for cost reporting on each customer's project within the task.

An original schedule for each trip and a cost estimate shall be submitted to the TR within a maximum of 10 working days depending on the complexity and urgency of the task and receipt of the work order from the TR which defines the scope of the project. Revisions to each schedule shall be submitted monthly by the 10th of each month.

Contingency plans for each scheduled activity shall all be developed, on an as needed basis, when the original plans are being developed and submitted to the TR with the original plans.

The Contractor shall maintain in PIMS a summary log of all activities attended by the TPV indicating the activity, start and completion dates.

A completed broadcast quality master shall be submitted to the TR within two days of completion of the master tape.

The Contractor shall maintain a library/archive of all completed video jobs.

The Contractor shall enhance and maintain the existing web page for the van. TR will approve the web page contents and changes prior to availability on the web.

6.17 Technology Conference Support (COMPLETE)

- a. General requirements – The Contractor shall provide support in accordance with all Agency and Center policies and directives.
- b. Description of work – The Contractor shall provide support to the Space Communications Office in the development of a presentation for Senator Dorgan's Technology Conference to be held on the campus of North Dakota State University in Fargo, North Dakota, on May 31, 2000. The Contractor shall prepare a 20-minute presentation that will be given two times at the conference. The presentation shall focus on the ACTS telemedicine activities and highlight the advantages that advanced satellite communications can bring to rural America in this area.
- c. Quality standards – Presentation shall be prepared in accordance with the specific presentation format and logistic details provided by Senator Dorgan's office contact, Theresa Mullin, theresa_mullin@dorgan.senate.gov, phone (202) 224-4113.
- d. Schedule – One draft copy of the presentation shall be submitted to Robert Baur, robert.bauer@grc.nasa.gov, phone (216) 433-3431 at least one week prior to the date the presentation submittal is due. The TR will review the presentation and return to the Contractor for incorporation of any comments.
- e. Documentation – A draft copy shall be provided to the TR for comment. A final copy of the presentation package shall be submitted to the TR after incorporation of changes and prior to the conference. An electronic copy of the presentation shall be provided to the conference organizer prior to the conference to allow them to make handouts. Five copies of the presentation shall be provided at the conference as handouts.

6.18 Science Engineering Mathematics Aerospace Academy (SEMAA) Program Management Support

a. General Requirements – The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work - The Contractor shall provide program management support for the Science Engineering Mathematics Aerospace Academy (SEMAA), and Aeronautics Education Laboratory (AEL) programs in support of the Office of Educational Programs (OEP). This position is administratively located in the Office of Educational Programs. This position requires interaction with the NASA SEMAA/AEL Program Manager, students and various educational partners, i.e., educators, principals, and university faculty.

- Provide project and program planning support for the NASA SEMAA Program Manager who provides technical and programmatic direction to the National SEMAA Director at Cuyahoga County Community College and the SEMAA sites that are located across the US in (10) urban cities.
- Develop program plans that include establishing and measuring benchmarks and metrics for determining the on-going status of the SEMAA program. Use Microsoft Project and Microsoft Access to automatically track the programs adherence to established benchmarks.
- Develop progress reports for the administration of the SEMAA program. Utilize EDCATS to ensure that monthly, quarterly and annual reports capture the number of student and parent participants, and the impact that the SEMAA program has had on these participants. Reports should also highlight the innovative outreach programs administered by each SEMAA site. Generate EEO reports monthly and Topic of Interest Reports as needed.
- Provide project and program planning support for the NASA AEL Program Manager who provides technical and programmatic direction to Advanced Computer Solutions (ACS) who installs and maintains the AEL's (state-of-the-art interactive classrooms) that have been replicated in (17) urban cities including Puerto Rico.
- Support OEP in developing and enhancing the curriculum for the ten AEL workstations that provide both aeronautics and microgravity scenarios. Ensure that each workstation supports the national math, science and technology standards and are designed at the appropriate grade levels.
- Schedule and coordinate use of the AEL at the NASA Glenn Research Center (GRC) for pre-service and in-service teacher workshops, and for student/class fieldtrips.
- Develop a Standard Operating Plan (SOP) for the scheduling and use of the GRC AEL. This plan is to include as a minimum points-of-contact, deadline dates, and pre-visit activities (based-on grade level and selected scenario), and post-visit expectations.

- Conducts pre-service and in-services workshops for educators. Work with OEP Program managers to develop and present AEL workshops to meet the specific needs of various educator groups served by GRC's OEP.
 - Serve as an AEL instructor for student/class field trips to the AEL. Work with the OEP Program Managers, and the ACS staff to develop and coordinate AEL lessons/activities to meet the specific needs of the various student groups served by GRC OEP.
 - Coordinates GRC's Distance Learning activities for the SEMAA Program. Works with the NASA SEMAA/AEL Program Manager on the development and implementation of the annual Earth Day activity, and subsequent monthly distance learning activities. Must utilize Landsat and Ohioview satellite technology to develop web-based activities for SEMAA students (located throughout the United States) to access in order to interact with one another on a monthly basis.
 - Provide technical support to program managers in OEP regarding science and engineering projects and activities for the (3) Explorers Post and the New Approach to Student Achievement (N.A.S.A) Project.
 - Coordinates and administers technical seminars and conferences for all students participating in on-site research programs and maintains current information on research activities, interests, and capabilities of undergraduate and graduate student researchers.
 - Evaluates scientific and engineering proposals submitted, by students participating in the NASA's Agency wide Student Involvement Program.
 - Monitors program assessment and evaluation. Evaluates program impact and effectiveness and advises supervisor of potential program requirements and makes recommendations for program enhancements.
- c. Quality standards – The Contractor shall perform all work accurately.
- d. Schedule – The Contractor shall meet the schedules agreed to with the TR.
- e. Documentation – The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

6.19 Telescience Support Center (TSC) Property Assessment (COMPLETE)

The Contractor shall provide administrative support to inventory the Telescience Support Center (TSC) Government property for transfer to the MRDOC Contractor.

- c. General requirements - The Contractor shall provide support in accordance with all Agency and Center directives.
- d. Description of work - The Contractor shall provide administrative support to inventory Government property and materials. Support shall include:
 - Create a master electronic spreadsheet in EXCEL of TSC property and materials. The spreadsheet fields are as follows:
 - Spreadsheet number
 - Item Name
 - NASA Tag #
 - Location
 - Vendor
 - Model Number
 - Serial Number
 - Quantity
 - Value
 - Type (use the FAR designators: EQ for equipment, MA for consumable materials, SW for software)
 - Review of government purchase requests or 1149 forms will be required to assess value.
 - The current TSC property spreadsheet and software list will be provided.
 - A walk through of the TSC facilities to site TSC property (Building 333, Rooms 102, 104, 153, 150, 151, 155, 108, 203, and items stored in Building 333A, PSF Annex) and verify equipment location and availability to transfer will be required. To arrange facility access contact Chuck Sommers at x-8415.
 - Create the final property list for electronic file and hardcopy conveyance to TR, Kathy Schubert by July 19, 2000.
- f. Quality standards - The Contractor shall perform all work accurately.
- g. Schedule - The Contractor shall meet scheduled deadlines agreed to with the TR.
- e. Documentation - Transfer electronic file and hard copy to Kathy Schubert.

6.20 Army Corps of Engineers (COMPLETE)

6.21 Business Development and Marketing Support

a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work - The purpose of this task is to support the development of new business opportunities for the NASA Glenn Research Center (GRC). This effort includes, but is not limited to, data collection and coordination, planning and budgeting tool development, marketing and communication tools and material development, computer database and tool requirements development, processes and tools for strategy and option development and issue identification, documentation, coordination, surveys, and special studies.

This task covers support in the following areas:

- Project data collection and coordination including status tracking
- Budgeting and scheduling tools including spreadsheets
- Marketing tools and business development support
- New business opportunity identification, analysis, and strategy
- Customer/Stakeholder identification and analysis

This task requires extensive use of Excel and PowerPoint, including advanced features of these applications. Good personal communications skills are required. Business skills including accounting, budgeting and marketing are highly desirable. Specific tasks include:

- Develop budgeting processes and spreadsheets to track office commitments, obligations, and costs
- Support the data collection and reporting of status for GRC Strategic Implementation Plan milestones from across the Center.
- Develop processes, tools, and materials for communicating GRC capabilities both outside and within the Center including a Center overview presentation.
- Collect and coordinate marketing materials such as photographs and PowerPoint charts from across the Center.
- Assist in identifying and assessing potential areas for new business for GRC including Enterprises, other centers, other NASA, other government, non-government
- Assist in identifying and assessing marketing and business development issues
- Assist in identifying and recommending new and innovative business, management, and operations techniques to improve GRC's competitive advantage
- Identify and document current and potential customers, stakeholders, strategic partners, resource providers, and beneficiaries and analyze current and potential customer characteristics and needs
- Conduct customer surveys and focus groups
- Identify and analyze current GRC product lines and capabilities
- Develop plans and projections for new business development and marketing activities
- Develop tools and metrics for new business development and marketing

- Develop recommendations for the use of new technology, including the Web, in support of this task
 - Evaluate the effectiveness of GRC business development and marketing
 - Identify potential improvements to GRC business development and marketing
 - Document lessons learned in business development and marketing
- c. Quality standards - The Contractor shall perform all work accurately.
- d. Schedule - The Contractor shall meet the scheduled deadlines agreed to with the TR.
- e. Documentation - The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

6.22 (Reserved)

6.23 Program Management Support

a. General Requirements – The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work- The contractor shall provide project and program management support for the K-12 student programs in support of the Office of Educational Programs (OEP). This position is administratively located in the OEP. This position requires operational interface with OEP Division Chief and Program Managers, NASA GRC scientist and engineers, students, parents and various educational partners i.e., educators at all levels, principals, and middle and high school faculty.

- Communication of K-12 educational program information in response to inquiries by OEP customers. Assists students with various program inquiries.
- Coordinate the development, distribution, receipt and review of SHARP Student Applications.
- Coordinate the interview and selection process for SHARP applicants.
- Develop and maintain student program schedules (e.g., orientation, site visits, workshops, and banquets) and other events and ensure deadlines are met in a timely manner.
- Ongoing follow-up with student program participants and summer program coordinators to ensure the student programs are functioning at optimal levels.
- Develop and mail correspondences for events, as well as independently compose correspondence of a routine and informational nature.
- Establish and maintain a records management system for student programs including: compiling attendance records and testing scores.
- Produce statistical reports related to the program for use in comparative studies and assist in developing materials for student workshops.
- Coordinate interviews, field trips, guest speakers, and ensuring logistics and materials are in order.
- Develop/revise student program timelines and work instructions.
- Evaluate, review, and update, as necessary, the Program Inventory and Student Data and Feedback forms in NASA's Education Computer Aided Tracking System (EDCATS).
- Develop in-house evaluation forms for student programs and events.

- Advise OEP Division Chief or program management team of any issues or concerns so they can be effectively handled in a timely manner.
 - Develop and maintain relationships with OEP customers.
 - Give presentations to OEP's customers and participants.
- c. Quality standards – The Contractor shall perform all work accurately.
- d. Schedule – The Contractor shall meet the schedules agreed to with the TR.
- e. Documentation – The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

6.24 Educational Technology Specialist Support

The Contractor shall provide Educational Technology Specialist Support to the Office of Educational Programs.

a. General requirements - The Contractor shall provide support in accordance with all Agency and Center directives.

b. Description of work – The Contractor shall provide administrative support to the Office of Educational Programs Office including the following tasks:

- Design, develop, promote, coordinate and improve aerospace educational technology programs, standards, activities, and opportunities in a six-state region for the Office of Educational Programs.
- Serve as the technical Point of Contact for Educational Technology in OEP.
- Create html, gif, ra, rm, java, cgi script, etc. files and the links between them used to establish the NASA Glenn Office of Educational Programs Project (OEP) Web site.
- Maintain the Office of Educational Programs (OEP) Web Server so that it is available at all times.
- Update, organize and maintain OEP Web site.
- Investigate new web technologies for use on the K-12 web site.
- Provide assistance and or training for creating web sites to OEP staff.
- Research and determine the best solution to meet the end user's requirements, funding and other constraints.
- Install test equipment and system.
- Prepare and submit technical papers to educational publications or conferences on OEP's Educational Technology Programs.
- Prepare workshop proposals for educational conferences on OEP projects.
- Deliver presentations after proposals are approved that can be used.
- Create and maintain electronic feedback forms for NASA's Educational Evaluation System (EDCATS).
- Coordinate and integrate all educational technology programs at the Center.
- Develop workshops and presentations that will promote NASA's educational programs Agency-wide.
- Develop and conduct videoconferences.
- Utilize the Mobile Television Production Van for broadcasting and video taping teacher workshops and conferences for distant learning programs.
- Direct summer teacher workshop participants and/or students in creating on-line project activities.

c. Quality standards - The Contractor shall perform the work accurately.

d. Schedule – The Contractor shall meet schedule deadlines agreed to with the TR.

e. Documentation - The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

6.25 Communications /WEB Support for the Business Systems Office

The Contractor shall provide web page and newsletter development support to the Business Systems Office (BSO).

- a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.
- b. Description of work –The Contractor shall ensure the Engineering and Technical Services Directorate maintains an informative and effective WEB presence for both internal and external customers.

The Contractor shall work closely with members of the Business Office. Authors, creates, publishes, maintains and oversees WEB pages for the Office and for the Directorate in accordance with all applicable government policies, guidelines and regulations. Also works closely with members of the Imaging Technology Center, Publishing Services and the Information Systems Division to ensure premier quality WEB related information and systems are developed and utilized.

The Contractor shall write articles, briefs and stories to enable the Business Systems Office and the Directorate to communicate effectively with the staff and their customers.

- c. Quality standards - The tasks listed above shall be performed accurately and professionally. The Contractor shall maintain positive working relationships with employees in the Business Systems Office and with employees at Glenn Research Center.
- d. Schedule - The Contractor shall update web pages on a monthly basis. There may be occasions when special newsletters or special topic reports will be requested. The Contractor shall meet these special requests. The updates and publication of the activity/status report shall occur on a monthly basis.
- e. Reporting - The Contractor shall retain copies of all published material for the Government. All publications and web postings become the property of the Government. The Contractor is expected to provide monthly status reports on the above-mentioned tasks.

6.27 Advanced Communications Technology Satellite (ACTS) University Education Consortium Support (COMPLETE)

a. General Requirements – The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work - The contractor shall provide business and consulting services in support of the ACTS Project Office development of a university-based consortium to continue using the ACTS as an education and research resource. Effort will begin on November 1, 2000 and be completed by December 31, 2000. The sub-tasks below describe the support required to establish a consortium to use ACTS for education purposes. The contractor and the government will jointly establish a schedule or completion date within one week of the government ordering a subtask.

- **Subtask 1- Meeting Planning and Participation:** The Contractor shall provide professional business consulting to support the Government in developing the strategy, and in identifying and resolving issues for a Consortium using ACTS. Approximately bi-weekly planning sessions held via teleconference or on-site meetings. Off –site meetings may also be required. The Contractor shall participate in and/or facilitate the meetings .
- **Subtask 2- Document Development:** The Contractor shall research and draft documents, develop white papers and/or create and make presentations in support of developing a Consortium for using ACTS that incorporates the Governments needs and other members' requirements.
- **Subtask 3 - Administrative Support:** Provide administrative and consulting support to NASA in determining an acceptable approach for the Consortium.

c. Quality standards – The Contractor shall perform all work accurately and in accordance with the schedules established with the technical representative (TR).

d. Schedule – The Contractor shall meet the schedules agreed to with the TR. The contractor and the government will jointly establish a final schedule and completion date within one week of beginning each task.

Subtask 1 - Meetings will begin on November 1, 2000 and complete on December 15, 2000.

Subtask 2 – It is anticipated that four documents, white papers, or presentations will require development during this period. Schedules will be established with the TR.

Subtask 3 – Administrative support will be on an as needed basis.

e. Documentation – The Contractor shall maintain files and databases available for review by the TR. It is anticipated that four documents, white papers, or presentations will require

development for subtask 2.

6.28 Airport Expansion/S-40 Asset Relocation

The Contractor shall provide administrative support to the Systems Management and Maintenance Branch for the airport expansion South-40 asset relocation effort.

- a. General requirements – The Contractor shall provide support in accordance with all Agency and Center policies and directives.
- b. Description of work – The Contractor shall support the effort to identify items and equipment currently located at the South 40 area and identify if the items and equipment should be relocated, salvaged, abandoned, or excessed. Items include exterior equipment, trailers, vessels, material, as well as equipment within the facilities.

Locations affected by Space Act Agreement II are: Trailer Row, all South-40 Gated Storage Areas, Central Chemical Storage Building, Day Care Building, Fitness Center Building, Picnic Pavilion, and Hydrogen Transfer Area near CCL Cell6.

Locations affected by Space Act Agreement III are: Lower Area Road (including Building 202), Upper Area Road (including Buildings 203, 204, 205, 206A and 206B), Building 83, and Building 100.

The Contractor shall develop a tagging system (i.e., green tags to relocate, red tags to abandon.) Tags shall identify the current location and the new location where the equipment is to be moved. Generate a priority list of persons to contact. Contact the appropriate persons in priority order for the selection of items for reutilization. Once the equipment has been identified for reutilization, tag the equipment, identifying the current location and new location, generate the proper paperwork for the NASA Equipment Management System, and track the status of all items. The Contractor shall coordinate activities with personnel in the Systems Management Branch as identified by the Technical Representative (TR).

- c. Quality standards – The Contractor shall perform all work accurately. Appropriate paperwork for entry into the NASA Equipment Management System (NEMS) database shall support the transactions.
- d. Schedule – The Contractor shall meet schedule deadlines as agreed to with the TR. Identification and tagging of allocations shall be completed by January 2003. Complete status and tracking shall continue throughout the years 2002 and 2003.
- e. Documentation – The Contractor shall maintain files and databases available for review as identified by the TR.

6.29 History of NASA's Plum Brook Reactor Facility

PROJECT LOCATION: GRC History Office and Plum Brook Station and/or NASA History Office, NASA Headquarters, Washington, DC. Most records for this facility and projects are in storage at NASA's Plum Brook Station, Sandusky, Ohio and the National Archives and Records Administration (NARA) in Chicago, Illinois.

PROJECT CATEGORY: Internal lessons learned/public awareness/education/access/documentary record.

RESOURCE TYPE: Historical.

BACKGROUND: This project shall record the historic Plum Brook Reactor Facility located in Sandusky, Ohio. This shall raise the awareness of both the public and key policy-makers about the extent and quality of this effort with NASA. It shall also document the investment required in this effort and show its record of excellence, safety and cutting edge technology research. Constructed in the late 50's this facility was used to research the feasibility of nuclear powered aircraft and space hardware until program termination in 1973. This facility has been mothballed in a maintain but do not operate mode since 1973 and is awaiting final approval for decommissioning and removal. Timeliness for this effort is especially important because some key individuals involved in this effort over the years are passing from the scene and some of those that remain are physically declining and may not remember the details of how and especially why many events took particular courses. The Technical Monitor (TM) of the Historian task will monitor this task at the Glenn Research Center. The Director, NASA History Office, NASA Headquarters will handle professional review and oversight of the final publication of the work as in any other NASA special publication.

SCOPE: The contractor will be required to complete this book manuscript on a schedule of three years. The chapters of this book will be unified by several central themes that combined will create a meaningful whole. This study should contain information beginning with the acquisition of land and its use during the war, transfer of the land to NACA/NASA and the build up of Plum Brook Station as a NASA research facility. An important aspect of this should be the shutdown or reduction of personnel and research activities in the early 1970s. A key ingredient of this is the manner in which the technology was conceived and developed especially at the (Lewis) John Glenn Research Center. This study will explore the process of key policy-makers, engineers and scientists in formulating research, design and development approaches. In every instance the contractor must take care to consider and explain for a non-technical audience the research process and the complex interweavings of the process of decision-making in the U.S. at the time the research activity was conceived. This shall include the manner in which nuclear power, research and armament was being advertised, the affect this technology had on the general public's lifestyles and fears that had been instilled in their minds, for example the drills conducted in schools and building of bomb shelters. This will provide a uniquely valuable service for the public, whose knowledge of the technological process is generally murky. The contractor shall research, collect documents, create an archival collection suitable for eventual transfer to the

National Archives and Records Administration (NARA) upon completion, conduct oral histories, and prepare several historical products on this subject suitable for a general audience but adhering to accepted standards of historical documentation. Contractor shall focus on this unique facility and the programs conducted in it. A large number of the project records have already been transferred to the custody NARA, Great Lakes Region, Chicago, Illinois. . Contractor shall provide input into the creation of any museum displays created to insure that information presented represents a true historical picture of the facility and also provide suggestions on the use of identified artifacts and possible locations for their use. If NASA determines that the contractor shall coordinate the entire construction and locations of these displays, additional costs will be negotiated prior to any work being started.

CONTRACTOR PRODUCTS/DELIVERABLES: This project shall result in the following major categories of products:

1. Archives—the historian/archivist shall collect, organize, and maintain for use by NASA management and others a collection of historically significant key documents that will become a permanent record of the actions of the program. This material shall serve as a basis for the preparation of historical products and upon completion shall be made a part of the permanent record of the National Aeronautics and Space Administration. This collection of key documentary sources, especially private papers and those not a part of the federal records management system, and their placement in a single government repository is a critical component of this effort. These materials will be useful in providing essential information for present-day historians, the interested public, and present-day policy makers, as well as for future generations of individuals interested in the subject. Resources necessary to maintain the archives will be provided by the contractor. The major tasks of this aspect of the work include:

- **Archival Preservation:** Contractor shall search for, accession, preserve, and make available historically significant documents and electronic materials associated with the origins and conduct of this facility. This requires the responsibility, first and foremost, for providing physical and intellectual control over the holdings of this special collection. It also requires responsibility for ensuring coherency of the collection, maintaining ready access for researchers, and providing research services to senior NASA officials and Federal executives. This task will not only be to preserve historical documents relating to the facility and programs but also prepare all records scheduled to be permanent records for final shipment to NARA. This collection includes documents, maps, drawings, still photographs, motion pictures and videos. Documents will be copied, as directed, for possible transfer to other federal, state and local governments and historical societies.
- **Finding Aids:** Contractor shall inventory and index file folders, reports, and publications (books) in this collection. In addition, contractor shall create an electronic database finding aid for material down to the subject of the file folder. . An example of the electronic finding aid will be demonstrated to NASA to ensure that it is compatible with other systems and can be placed on NASA servers so that multiple internal organizations can access the data when needed.
- **Appraisal/Accessioning:** Contractor shall provide for the appraisal, arrangement, and accessioning of materials according to standards in the NASA Records Retention Schedule,

NPG 1441.1. The Contractor will perform this task with guidance of the Glenn Research Center's Records Management Office and NARA.

- Reference: Contractor shall respond to reference inquiries and prepare publicly releasable documents describing the conduct of the program. Reference inquiries may be made by letter, telephone, or in person. The contractor shall locate folders, reports, electronic materials, or bound volumes likely to contain the requested information. All on-site researchers shall be provided with the folders, reports, or other materials. Telephone and written inquiries shall be responded to in a timely manner. . Contractor shall participate at least twice per year in local community meetings providing a status of historical findings and updates on the project.
2. Oral histories—the historian(s) shall conduct interviews (minimum 25 – 35) with key personnel involved in the facility , possibly local residents and community leaders, past and present. These shall provide honest, first-hand accounts of the development of the discipline and NASA's role in it. All oral histories shall be transcribed, edited, and made available after a release has been signed by the interviewee in keeping with the standard practices of oral historians. Contractor will coordinate these oral interviews with the Glenn Imaging Technology Center who will be producing filmed documentaries of the facility and personnel to avoid duplication of interviews. These materials shall also be available to provide essential information for present-day historians, the interested public, and policy makers, as well as for future generations of individuals interested in the subject. At least 25 percent of all oral histories shall be conducted on digital video and or other appropriate medium so that portions of them may be used for television, World Wide Web, CD-ROM or DVD productions.
3. Multimedia works—contract historian(s) shall provide input to the GRC Imaging Technology Center and others who will be producing multimedia documentaries to disseminate historical knowledge about the facility and programs conducted in it . Contractor shall provide historical information to be included in a 60 minute documentary to be produced by the GRC Imaging Technology Center and if requested by NASA, the actual writing of the script. If additional costs are involved in this task, they will be negotiated and agreed to by all parties prior to the writing of the script. Other multi media tasks shall be conducted through the following means:
- World Wide Web page on the history of the facility.
 - CD-ROM or other medium decided on containing a multimedia presentation of the history of the facility.
 - CD-ROM or other medium decided on containing oral histories of key personnel involved in the evolution of the facility.
 - CD-ROM or other medium decided on containing key documents in the facility.
4. Publications—contract historian(s) shall also disseminate historical knowledge about the facility, projects, land acquisitions and previous usage of the land through published works. Any additional publications suggested by the contractor or requested by NASA will be negotiated on a case-by-case basis. These products should include, but are not limited to the following:

- Two fact sheets and/or brochures for general distribution each year.

A short illustrated history, not more than 50 pages in length, written in a popular format, showing the pictorial history of the facility and personnel with complete captions depicting the way the facility looked from construction to decommissioning. This publication would be suitable for distribution to local communities, schools and historical societies. Final publication of this document will be completed by NASA. Contractor will produce a final selection of photos, drawings and descriptions ready for publication.

- A formal, scholarly history, of approximately 400 pages in length, of the facility and projects conducted that may be published as a NASA Special Publication in the NASA History Series. This will be the last deliverable in the contract. This volume should begin with an introduction that explains the purpose and scope of the book as well as its contents, describes the method of research and the parameters of study, and presents it in an introductory manner the major themes considered in the work. The book should be organized chronologically, with each chapter developing major themes in the history of the subject. All writing should be in accordance with acceptable scholarly, literary, and methodological standards as established by the NASA History Office and reflected in earlier NASA history publications and the NASA style guide. The NASA History Office will be responsible for publishing the book either through the Government Printing Office (GPO) or other private publishers as appropriate. Reference notes in this narrative should appear in proper academic style as established in the above and in the *Chicago Manual of Style*. A list of new or special terms and acronyms will be included in a glossary and explained when first appearing in the text. Statistical material will be organized in a readily understandable format. A bibliographical essay will accompany the volume, as will an index prepared by the author after the manuscript reaches the page proof stage. Appendices will be included as appropriate. The author(s) will be expected to deliver computer disks containing the text of the final manuscript in Microsoft Word for PCs or some other mutually agreed upon word processing standard, which will also be submitted in hard copy, a CD ROM and a DVD.

PERFORMANCE REQUIREMENTS

This is a one year contract which is renewable at each of two additional option years upon satisfactory progress in meeting performance requirements and subject to availability of funding and completion of specific tasks. Appropriate milestones deadlines are listed below and must be met and payments will be dispersed accordingly.

Reports of research progress, an outline, drafts of major sections, the volume introduction, a glossary of terms, a graphics plan (proposed illustrations and tables), and any appendices or cross reference guides will all be reviewed at the milestones established by the NASA TM or other NASA personnel. Finally, the completed draft manuscript will be critiqued by a panel and revisions made to the draft in response to recommendations.

All research notes, photocopied documents, correspondence, interview transcripts, photographs selected for inclusion, manuscript sections and narratives, and rights to publication of the study

will become the property of NASA at the end of the project. NASA retains the final right to publish or not to publish the contract manuscript.

PROCEDURE AND RENUMERATION

The contractor will submit written progress reports of at least 300 words in length on all tasks except the Archives task according to the schedule below to the NASA Technical Monitor. A separate report detailing the status and progress of the Archives task will be submitted on a monthly basis. The contractor will provide all other deliverable to the NASA TM on the milestone dates. The contractor will accept guidance from the NASA TM and confer when possible with other members of the NASA History Office members, Washington D.C., to ensure quality and unity of effort. Payments will be issued upon receipt of a monthly invoice provided all scheduled deliverables have been received by the NASA TM according to the schedule below.

Time After Award of Contract	Conditions to be Met
<i>Base Contract Year</i>	
3 Months	Progress report
6 Months	Progress report, outline of history, research plan, and bibliography
9 Months	Progress report, draft chapters of first third of manuscript, copies of oral history transcripts
12 Months	Progress report, revised chapters of first third of manuscript
<i>Option Year 1</i>	
15 Months	Progress report, draft chapters of middle third of manuscript
18 Months	Progress report, revised chapters of middle third of manuscript
21 Months	Progress report, all remaining oral history transcripts, back matter drafts, graphics plan
24 Months	Progress report, draft of remaining manuscript, all oral history transcripts
<i>Option Year 2</i>	
27 Months	Progress report, revised chapters of middle third of manuscript
30 Months	Progress report, revised chapters of remainder of manuscript
33 Months	Progress report, final manuscript acceptable for final critique
36 Months	Final report, completed manuscript acceptable for publication, all oral history transcripts, all documents used in preparing work

6.30 Integrated Financial Management (IFM) Program Training Coordination

- a. General requirements - The Contractor shall perform requirements of this task in accordance with paragraph 6.0.a.
- b. Description of work – The Contractor shall provide Integrated Financial Management (IFM) program training support to the Integrated Financial Management (IFM) program Implementation Support Team (IST) at Glenn Research Center. The Contractor shall

manage the administrative functions associated with training for all IFM modules and coordinate all activities:

- Participate in the review of available IFM training courses with appropriate team members.
- Use course list to secure needed training rooms. Suggested training rooms are building 15 training rooms 101 and 208. If no training rooms are available in building 15 select an alternate on-site or off-site location that will accommodate the appropriate number of participants in a classroom format. An IFM specific training location may be available for the specific IFM training courses requiring computers.
- Coordinate course-scheduling changes.
- Prepare IFM course announcements and forward announcements to appropriate personnel in OD&TO for posting on today@glenn. Course announcements shall meet OD&TO's ISO requirements.
- Post course schedule on OD&TO's web site.
- Provide student count 5 weeks prior to the start of class to accommodate course material reproduction and instructor travel arrangements.
- Collect nominations from Directorate representatives, nominations are sent in priority order.
- Followed established procedures to select prioritized attendees and receive final approval from the TR.
- Send attendees standard OD&TO confirmation letter.
- Notify the TR of any over subscription issues that need to be addressed.
- Send non-selection letter (if required)
- Follow OD&TO standard student cancellation requirements.
- Provide logistical support of the class.
 - Setup classroom as required.
 - Clear the instructor through security.
 - Escort the instructor to the classroom.
 - Closeout course
 - Collect sign-in for roster closeout.
 - Collect evaluations and request summary. Provide Chief of OD&TO a copy of summary evaluations.
 - Prepare and input course information into the NASA Training Data System (NTDS) or equivalent system.
 - Review course folder for completeness and file with OD&TO business unit.
 - Return all unused course material and pack boxes returning to the originator.
 - Straighten and prepare room for next course.
- Attend IFM meetings, as required, for information regarding program status. Take notes when requested and disseminate to attendees.
- Track action items and report status.

- Coordinate efforts with other support service contract personnel as necessary to implement all the IFM modules.

6.31 Records Management and History Support

The Records Management Office Contractor shall serve as the technical lead for the history Office support provided to Glenn through the Logistics and Technical Information Division.

6.31.1 Records Management

- a. General requirements - The Contractor shall comply with all applicable laws and regulations, as revised; National Archive and Records Administration (NARA); General Record Schedule (GRS) and other directives, as revised; NASA Records Retention Schedules, NPG 1441.1 as revised; NASA Agency Filing Scheme (AFS), NPG 1441.1 as revised; NASA Records Management, NPD 1440.6, as revised; and Federal Property Management Regulations (FPMR) Part 101-11, as revised.
- b. Description of work - The Contractor shall provide technical support to the Glenn Records Management Officer, Division Records Representatives and all personnel at the Center. Major duties shall include providing training in Record Management practices, including use of the required Agency Filing Scheme to all personnel at the Center, specific training for Division Records Representatives in the identification of records, proper filing and storage requirements and to insure that all organizations at the Center are in compliance with ISO 9001 record keeping policies. The Contractor shall promote Records Management through innovative methods using the latest technologies available at the Center. The Contractor shall ensure completeness and accuracy of Records Transmittal and Receipt, NASA Form C-277, and other forms as required, for items being shipped to and from storage, when changing Retention Schedules and when consignors change. In addition, the Contractor shall arrange for shipment and retrieval of records to and from the Glenn storage facility; arrange for destruction of non-records, temporary records and records that have met their authorized retention period according to the NASA Records Retention Schedule. The Contractor shall insure that required shipment of documents, as required by the NASA Records Retention Schedule, to the NARA occur on an annual basis or as required by the schedule.

The Contractor shall inventory record storage items at Glenn's storage facility over the life of the contract on a proportional annual basis. For example, an inventory of a portion of the items shall be completed each year, with inventory of all storage items completed by the end of the contract term. The Contractor shall maintain and update the Records Management database and statistics and participate in the development and conversion to a distributed computing database system that will replace the current mainframe database. The Contractor shall incorporate the Agency selected Electronic Record Keeping System when available.

Review and prepare record shipments for Plum Brook. Prepare records for transfer to NARA including typing C-277 and SF135. Track all record transfers. Lifting and moving 40 pound

boxes some of which have been in storage for years and may be dusty/moldy. Coordinate annual NARA transfer with appropriate organizations. Assist in annual Records inventory. Coordinate Record loans/returns.

c. Quality standards - The Contractor shall comply with the general requirements specified in paragraph a. of this task. The Contractor's review of Records Transmittal and Receipt, NASA C-277, shall result in error free retention schedule information. The Records Management database shall be maintained error free.

d. Schedule - The Contractor shall review and process NASA C-277 and records for shipments to the Glenn storage facility within five days of receipt. Retrieval requests for documents and records from the Glenn storage facility will be accomplished within 24 hours of receipt. All changes to the records management database will be accomplished within 48 hours. Issuance of destruction authorization cards shall be accomplished within two weeks of notification of the upcoming need to destroy records and the actual destruction of records will be accomplished within three days of receipt of authorization.

e. Documentation - Statistics shall be developed, maintained and provided upon request of the TR. The Contractor shall submit to the TR a monthly Status of Records Storage Statistical Report and a report of the cumulative activity of the movement of records. The Contractor shall provide reports semiannually, annually and as requested by the TR to satisfy Glenn and Agency requirements. The TR may request other reports.

6.31.2 History

a. General Requirements - The Contractor shall comply with the general requirements specified in this task, as applicable. In addition, the Contractor shall comply with all applicable laws and regulations, as revised; National Archives and Records Administration (NARA); General Records Schedule (GRS) and other directives as revised; NASA Records Retention Schedule, NPG 1441.1, as revised, which includes the Agency Filing Scheme; NASA Records Management, NPD 1440.6E, as revised.

b. Description of work - The Contractor shall serve as the archivist with responsibility for planning, appraising, accessioning, arranging, describing, preserving, publishing or providing service and retrieval of all Glenn historical documents. The Contractor shall record noteworthy technological and functional activities of Glenn and determine subjects for historical treatment. The Contractor shall recommend topics, define depth and scope, and determine approach and techniques for all work on Glenn histories and studies to ensure timely and effective completion. The Contractor shall develop methods for classification of historical documents, photos, film, tape, artifacts and other records designated for preservation. The Contractor shall develop an on line searchable index coordinating the search of all historical types of documents.

The Contractor shall make available via the WWW all historical documents available in all formats available, as appropriate, with this activity coordinated with the Glenn Media Relations Office. The Contractor shall respond to inquiries from researchers, NASA personnel, historians and private citizens according to current regulations; and keep a database of the inquiries, results, purpose of request and time spent on each request. Further, the Contractor shall assist any

historian/author under contract to NASA, documenting a historical event/program, in their research activities.

The Contractor shall develop a plan to conduct, transcribe and preserve an oral history program. This activity shall include, at a minimum, interviews with senior management officials, both current and retired, researchers and scientists involved in high visibility programs and projects and those individuals assigned to organizations that have been disbanded to document that organizations history.

c. Quality standards - The Contractor shall comply with the general requirements specified in paragraph a. of this task. The Contractor shall update and maintain accurate information and verify historical information prior to release or publication if there are any doubts to its authenticity.

d. Schedule - The Contractor shall conduct an annual inventory of all historical documents and include Records Management retention times in this inventory. The Contractor shall transfer to the NARA all documents within five days of their final disposition. The Contractor shall make the initial contact with the customer within two days of the request for historical data. Formal Freedom of Information Act (FOIA) requests received through the FOIA Officer shall be responded to by the date identified by the FOIA Officer.

e. Documentation - The Contractor shall maintain a database of all historical documentation on site and also those Glenn historical documents that have been transferred to the National Archives and Records Administration. The Contractor shall provide monthly statistics on the requests for information received, disposition and time to retrieve this information along with any other reports that may be required by the TR.

6.32 RETF Historical Preservation

a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work - The Contractor shall provide services in support of tasks for the Rocket Engine Test Facility (RETF) historical preservation effort. The effort is being supported by the Hardines Design Company, a subcontractor to the City of Cleveland. Additional on-site Glenn support will be required in the following areas in assure proper documentation is preserved:

- Imaging Technology Center (ITC) support to assist Hardines Design Company to access and integrate RETF images into the Agency and Glenn archives.
- Historian support to review of documents from a historical perspective for Agency and Glenn Archives.
- Records Management support for Agency and Glenn archives.

c. Quality standards - The Contractor shall perform all work accurately.

- d. Schedule - The Contractor shall meet scheduled deadlines agreed to with the TR.
- e. Documentation - The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

6.33 RETF Photograph Collection

- a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.
- b. Description of work - The Contractor shall provide services in support of the Rocket Engine Test Facility (RETF) historical preservation effort. The RETF has been identified as a national landmark and historical preservation of photographic and other images is required. The Contractor shall perform the following:
 - Review and pull all the images held at Glenn/Plum Brook that document the history of the Rocket Engine Test Facility from the period of 1956 through 1995.
 - Scan (minimum 300dpi for an 8 x 10) and print 1 (8 x 10) copy of each photograph and place scanned images on a shared drive. Access to the shared drive will be requested by the TR for others to view
 - Identify all images/documents/films and videos relating to the RETF and make copies as directed by the TR
 - Assist personnel covered under task 6.32 RETF Historical Preservation in preparing images for submittal to the National Archives.
- c. Quality standards - The Contractor shall perform all work accurately.
- d. Schedule - The Contractor shall meet scheduled deadlines agreed to with the TR.
- e. Documentation - The Contractor shall maintain files and databases available for review by the TR. Additional reports may be required.

6.34 Move Operations

The Contractor shall provide technical leadership and overall guidance of the Center Move Operations Team. The Contractor Project Team Leader will be responsible for supporting LTID in the planning and direction of all Center moves associated with the closure of facilities such as Bldgs. 500 and 501, major facility refurbishment (Construction of Facility {CoF} projects), and routine move of personnel throughout the Center.

The Contractor shall assign a Project Team Leader to coordinate the total activity associated with these moves to include: the review of space needs, identification of available space, the development of detailed move and sequencing plans, preparation of estimated costs for the total move activity, coordination of move support requirements with the Logistics and Technical Information Division representatives as well as the Construction Manager for CoF. Provide

expert professional guidance in the application of a variety of conventional and office furniture systems. Coordinate the technical activities of commercial vendors used to provide large-scale, specialized moves.

The Project Team Leader will ensure that furniture, files, storage boxes, telephones and supporting equipment are moved in an orderly and efficient sequence to minimize disruption to the occupants and organization being moved. The Team Project Leader will ensure the continued support of data entry and information transfer within the Aperture database and ensure that data and report needs of the Center Move Project Team are clearly delineated. Team leader will periodically monitor the accuracy of data entry and report generation provided by Center Move Operations Support personnel.

The Project Team Leader will ensure that communication of plans, schedule and potential delays due to unforeseen construction requirements or changing Center move priorities are communicated to any organizations affected and appropriate LTID representatives. Verbal, written and electronic communication may be used in combination to ensure Government and contractor management teams are aware of all move-related activities. The Project Team Leader will act as the primary focal point for coordination and planning in conjunction with the Occupant Coordinator, Construction Manager, Building Manager and any special project managers or team leaders.

Additional responsibilities are as follows:

Electrical

- The Contractor shall provide evaluation of electrical requirements within offices and discuss electrical requirements with project electrician. Recommend position of power inputs, evaluate and discuss demolition of obsolete electrical devices in offices with project electrician, and expedite and coordinate installation of electrical devices with project electrician. The Contractor shall also coordinate electrical work schedule with other installation functions and secure customer funding for electrical modifications as required.

Construction

- The Contractor shall meet with end user to discuss requirements and establish scope of work. Contact outside contractors required to accomplish project and interface with outside contractor concerning project requirements. Secure cost estimates for project from contractor and secure customer funding for project. Interface with NASA Construction Management Division to assure procedure and protocol is followed and coordinates scheduling efforts with outside contractor and keeps end user apprised of progress and advise with any concerns. Conduct periodic inspections of project to monitor progress, conduct final project inspection and establish punch list as required, and establish project meetings if required.
- High Wall (Floor to Ceiling Demountable Partitions)

- The Contractor shall discuss high wall requirements with end user and/or project managers and recommend high wall configurations, capabilities and finishes. Develop high wall plan to submit to manufacturer for quotation and develop quotes for product via manufacturers GSA contract. Expedite high wall ordering, track shipment and receiving of high wall with manufacturer, expedite installation of high wall and coordinate scheduling of high wall installation with other project contractors. The Contractor shall also conduct final inspection and establish punch list as required, and attend project meetings concerning high wall as required.

Inventory Control

- The Contractor shall interface with project designer to establish product requirements, confirm product inventory required completing project with project designer and conveying necessary plans and product lists to off-site warehouse staff. The Contractor shall expedite organizing of product with off-site warehouse staff, expedite shipping and receiving of product at jobsite and expedite the removal of excess product after completion of project and advise project designer of any required adjustments to product inventory.

6.35 Realizing the Dream of Flight Symposium Support

The Contractor shall coordinate the “Realizing the Dream of Flight” symposium and edit all scholarly papers into manuscript form.

- a. General requirements – The Contractor shall provide support in accordance with all Agency and Center policies and directives.
- b. Description of work – The Contractor shall coordinate with a minimum of 12 historians/scholars selected by the NASA History Office at Hq to author a scholarly paper on a specific topic entitled “Realizing the Dream of Flight”. Each paper shall be between 25- 30 pages in length (appx 7500 words). Each historian shall prepare a 15 minute speech to be delivered Nov 5, 2003 in the Cleveland area. Contractor shall review subject papers and also the speech to insure it meets the specific goals of the symposium. A synopsis of the speech should be reviewed with the presenters at least 6 weeks prior to the event. This presentation of scholarly papers is meant to coincide with the celebration of the Wright Brothers Centennial of Flight. All papers and presentation material shall be compiled by the Contractor into a manuscript format suitable for publishing in the NASA History Series. Submission of combined papers in manuscript format should be completed within one year of the symposium. Contractor shall coordinate all aspects of this symposium as detailed below. The Glenn History Officer will serve as the Technical Monitor for this task.

The Contractor shall perform the following specific tasks as Conference Organizer and Editor of the proceedings book:

- Coordinate and select appropriate organizations to cosponsors this symposium as appropriate while ensuring a direct tie between the specific topics and the organizations. Cosponsors at a minimum will publicize this event and provide assistance as requested by the contractor. Cosponsors' corporate logos will appear on all publicity documentation.
- Select an appropriate setting for the symposium in the Cleveland area. The location shall be centrally accessible to the general public in an area that will ensure a high turn out. Location should be able to accommodate a minimum of 200 people. Selection and confirmation of the location should be finalized by March 17, 2003. Coordinate a small lunch for the presenters and special guests on the day of the symposium. A/V equipment needs to be defined to the speakers and made available the day of the event.
- Develop and implement a marketing/advertising campaign.
- Arrange speakers into panels and obtain panel chairs or other people to introduce the speakers, as appropriate.
- Coordinate with presenters at regular periods to ensure that they are on track to give thought-provoking oral presentations with appropriate audio-visual support. The organizer/editor should ensure that the presenters' content speaks both to scholars and the educated lay public, and adheres to the broad themes of the conference. The Contractor should stress to the presenters that they should not read formal, written papers at the conference, but rather provide these for later publication.
- Confirm presenters' participation. Secure alternate speakers if presenters cancel at anytime prior to the symposium
- Contractor shall arrange for a block of rooms in the area close to the presentation site and transportation to and from the site as needed.
- Contractor to disperse to presenter a fee in an amount predetermined by NASA that will include each presenter's expenses in traveling to the conference and accommodations if needed. Disbursement of funds should be after the event and upon receipt of the scholarly paper. In the case of Civil Service personnel, just travel expenses will be covered and handled by NASA. In any case, the organizer should handle the remainder of all this financial paperwork.
- Work with NASA and other personnel, including the media, to arrange for appropriate audio-visual capabilities and support outside of the symposium facility, eg NASA TV, local Media. Coordinate these functions with the TR and GRC Medial Relations Office.
- Be especially available in the weeks before the conference is held in Cleveland.
- Coordinate free registration for public attendees.

- Develop a list of VIP attendees. This list of VIPs should include at a minimum, Senior Glenn Staff, Mayors of the Cities of Cleveland, Fairview Park and Brookpark Ohio. Invitations should be drafted and submitted to the NASA Glenn TR for approval.

-2 weeks prior to the conference, obtain written papers from the presenters for a book manuscript suitable for publication in the NASA History Series or other appropriate press. The papers must be analytical, scholarly with full documentation, and adhere to the general themes of the conference.

-After the conference, edit these papers in a consistent substantive manner. Final draft Manuscript shall be submitted for review one year after the symposium.

c. Quality standards – The Contractor shall perform all work accurately.

d. Schedule – The Contractor shall meet schedule deadlines as agreed to with the TR as outlined above.

e. Documentation – The Contractor shall maintain files and databases available for review as identified by the TR.

6.36 Computer Aided Drawing (CAD) and Engineering Data Management (EDM) Support

a. General requirements - The Contractor shall provide support in accordance with all Agency and Center policies and directives.

b. Description of work - The Contractor shall provide drawing file management control and print reproduction services necessary for the operations of Engineering Development Division's Computer Aided Drawing (CAD) systems and the Engineering and Technical Services Directorate's Engineering Data Management (EDM) systems.

- The Contractor shall provide support and direction in the creation, storage, recovery and reproduction of engineering drawings and engineering data.
- The Contractor shall maintain all CAD related hardware (plotter, copiers, computers, and specialized equipment). Shall make recommendation when replacement of equipment is necessary.
- Perform role of Business Administrator for Engineering Data Management (EDM) systems.
 - Create and maintain databases.
 - Archive databases
 - Perform format conversion as needed
- Create, maintain, and support the Division's drawing files:
 - All CAD generated engineering Files
 - All manually generated engineering drawings
 - All reports associated with above mentioned files and drawings

- c. Quality standards - The Contractor shall comply with the general requirements specified in paragraph a. of this task. The contractor shall perform and control all work and services required for drawing management and print reproduction accurately.
- d. Schedule - Work shall be performed in accordance with schedules established by the TR.
- e. Documentation - Monthly written activity reports shall be submitted to the TR within seven working days of the end of the month.

(End of Task 6.0)